



PRESTFELDE

# Boarding Handbook

*An overview of boarding at Prestfelde House for  
Years 3-8*



## Welcome from the Prestfelde House Boarding team!

Welcome to Prestfelde House! We are happy to welcome you to boarding at Prestfelde School and hope that you are excited to be a part of our wonderful boarding community.

Flexi-boarding at Prestfelde, which is offered to all pupils in Years 3-8 on Tuesdays, Thursdays and Fridays, is an important part of the Prestfelde experience. As a boarder, you will develop lifelong friendships, learn a vast range of new skills through our activity programme, experience a new level of independence and self-management, all in a home-from-home environment surrounded by a warm, caring, and supportive team of staff. You will make memories that will last a lifetime.

We are proud of the Prestfelde House activity programme, which offers a wide variety of experiences. Activities take place either within our stunning grounds, in our on-site facilities (for example our swimming pool, cricket nets, gym or IT suite), or outside of school. You can expect everything from paddle boarding and pool parties, to dry slope skiing and movie nights. A full programme of activities will be released before the start of each term and can be booked on SOCS.

The boarding team are here to help you make the most of your boarding experience and ensure that you are happy, safe, and having lots of fun!

**Mrs Keogh-Jones (Head of Boarding) and the Boarding Team**



# Prestfelde School

## Statement of Boarding Principles

- Boarding provides a happy, caring environment that meets the needs of everyone and provides opportunities for personal development.
- Boarders can approach any member of the school community, confident in the knowledge that they will be treated and respected as an individual.
- Boarders will develop greater independence as they take greater responsibility for themselves, others, and their environment.
- Boarders will develop leadership qualities and the ability to work as part of a team in a boarding community.
- Boarder will receive equal opportunities and respect, regardless of ethnicity, culture, gender, or disability.
- Boarders will develop intellectually through well-structured prep with access to staff and other pupils in an atmosphere that values effort and provides positive encouragement.
- Boarders will participate in a rich and exciting extra-curricular programme, developing a range of new skills.
- Boarders will work, play and relax free from abuse, intimidation, harassment and bullying.
- Boarders will benefit from a structured organisation to the day and learn the importance of making sensible and constructive use of leisure time.
- Boarders will follow a discipline policy that demands high expectations in terms of personal behaviour, and they must accept the consequences in cases of misconduct.
- Boarding provides opportunities to develop spiritually, culturally, morally, and socially.
- Boarding will provide an environment that is, as far as possible, free from physical hazards and dangers of any sort.
- Boarding will provide accommodation that is comfortable and is suited to the needs of boarders, according to age and maturity, and provide adequate levels of privacy.
- The Boarding House will develop and maintain channels of communication with parents to ensure there is a partnership regarding the support and development of every boarder.

It is our expectation that boarders at Prestfelde House will become kind and respectful citizens, excellent team workers, confident self-managers, and achieve even greater success in their schoolwork. Boarding must be a partnership between adults and children based on mutual trust and respect, and it should be acknowledged that it is not a commodity that suits every individual.

# Meet the Prestfelde House Team

## Head of Boarding: Mrs Keogh- Jones

*(Lives on site and leads Friday night activities)*

Mrs Keogh-Jones, also Head of English and Year 6, is the Head of Boarding at Prestfelde House and lives on site with her family. She is always on-hand and available to support boarders throughout the week, but also leads Friday night boarding activities. Mrs Keogh-Jones is proud to be part of the boarding family and work with a fantastic team of staff. She believes that boarding at Prestfelde is an important part of preparing our pupils to become well-rounded, happy, and successful young people, both at Prestfelde and beyond. Mrs Keogh-Jones is a music fanatic and loves to go to concerts and festivals. She is also a huge fan of movies, creative arts, reading and outward bounds, including hiking, biking, paddleboarding and canoeing, so expect a whole range of fun activities on Friday evenings. *Fun fact:* Before becoming a teacher, Mrs Keogh-Jones used to work for a record label in London and spent her days searching for new bands and singers to sign!



## House Mistress : Miss Vallonchini

*(Lives with you at Prestfelde House)*

Miss Vallonchini, who also supervises Middle School Prep and runs Second Prep, is the House Mistress at Prestfelde House and takes care of all the Boarders' personal needs throughout their boarding experience, both day and night. She is a warm, calm, and caring House Mistress with a great sense of humour and lots of interesting stories to tell. Miss Vallonchini creates a real home-from home atmosphere in Prestfelde House and will ensure you enjoy your time boarding. Miss Vallonchini loves to travel (especially if it involves a road trip!) and tick off places on her far too long bucket list. She also loves films and TV, country walks, and spending lots of time with her family and friends. *Fun fact:* Miss Vallonchini used to work for the BBC!



## House Tutor: Mr Haswell

*Deputy Head Pastoral*

Mr Haswell has been at the heart of the Prestfelde House boarding family for many years, having previously lived on site with his family. He will continue to be a big part of the boarding experience, hosting some of the famous boarding events, such as cricket week, our boarder's discos, and many other events on Friday evenings throughout the year, but will also be available to support our boarders as and when they need him. Mr Haswell is a keen sports fan; he loves cricket, golf, swimming, rugby, and tennis. He loves spending time with his family, walking his chocolate Labrador and travelling.

*Fun fact:* Mr Haswell represented the South African Universities team for cricket and was fortunate to be invited to attend a function at Buckingham Palace to meet the Queen on Valentine's Day.

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## House Tutor: Mr Granger

### *Leads Tuesday night activities*

Mr Granger, a Religious Studies & PE teacher, is a big part of the boarding family, with his exciting range of fun activities on Thursday evenings. Born in South Africa and an ex-Prestfeldian, he has been a part of the Prestfelde community for many years. Mr Granger and his wife have three children, Theo, Zara, and Max, and he loves rugby (although he does love playing tennis and is still the reigning boarding house table tennis champion, ready to take on any challenger!) Mr Granger boarded at Ellesmere College and feels strongly that boarding is an incredible opportunity for young people; he loves to see our Prestfelde boarders thrive and grow in confidence in our amazing boarding house. Expect highly active evenings, from Jump In and dry slope skiing, to his famous pool party evenings! Fun fact: Mr Granger used to work for the Welsh Rugby Team!



## House Tutor: Mrs Ratcliffe

### *Leads Thursday night activities*

Mrs Ratcliffe teaches in Little Prestfelde during the day and has led a huge range of boarding activities both on and off site on a Thursday evening for many years. She lives with her family on the Welsh borders and looks after 2 horses, 3 cats, 1 dog and 5 chickens when she is not at school. Mrs Ratcliffe feels that boarding experiences build on friendships and enable children to become more independent in a warm and caring atmosphere. One of Mrs Ratcliffe's highlights of the boarding year is the Chocolate Hotel when the boarding house is transformed into a chocolate lovers paradise for one night a year! This evening is strictly for children only no Oompa Loompas are allowed. *Fun fact:* Given half a chance Mrs Ratcliffe loves to drive tractors in the fields of Shropshire!



## Boarding at Prestfelde House: FAQs

<b><i>Who will look after me, and who should I go to if I have a problem?</i></b>	Your House Tutor (Mr Granger, Mrs Keogh-Jones or Mrs Ratcliffe, depending on the night you board) and House Mistress (Miss Vallonchini) will look after you on your boarding night and you can speak to them about any problems or concerns you have whilst boarding. You can also speak to your form tutor, Head of Year or any SLT member of staff whilst in school.
<b><i>What happens if I feel ill or if I hurt myself?</i></b>	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 to the Health Centre if you are feeling unwell. In the evening, you should go to Miss Vallonchini, and she will look after you and see that you get any help that you need. If you are taking medication, this should be given to either the Day Matron during school hours or the House Mistress upon arrival to the Boarding House and it will be kept safe for you and administered at the requested time(s).
<b><i>How do I keep in touch with my family and friends?</i></b>	Miss Vallonchini has a boarding mobile phone which can be used in the evenings to call parents should you need to. Personal mobile phones are not allowed on the school site at all and Chromebooks/laptops (senior pupils only) are allowed during second Prep but will be collected after Supper so that you can fully immerse yourself in your boarding experience and activity, and enjoy a great night's sleep.
<b><i>What happens on weekdays?</i></b>	Have a look at our Prestfelde House boarding schedule on the next page!
<b><i>What happens at the weekends?</i></b>	Wake up time is a little later at weekends and everyone enjoys a lie in. There is Saturday sport for Years 3-8 on Saturday mornings and various clubs.  All Boarders go home after sport/activities on a Saturday, or at 9.15am if not staying for either.
<b><i>How do I change the sheets on my bed?</i></b>	Every morning, you will take your bedsheets off your bed and the designated Dorm Leader will coordinate taking them down to the laundry room. Miss Vallonchini will go through this with you. She will also ensure there is fresh bedding every evening.
<b><i>Who should I tell if something is damaged or if I break something in my dorm?</i></b>	Tell your House Parent, the House Mistress or Head of Boarding as soon as possible and it will be removed and repaired or replaced straight away.  If you break or damage something by accident, please also inform the House Parent, House Mistress or Head of Boarding; it is far better to tell someone straight away than to leave it for others to discover.  Most importantly, do not worry. Accidents do happen!
<b><i>What should I do if the fire alarm goes off?</i></b>	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 boarder's lounge 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. Every evening, you will sit your shoes at the side of your bed for this reason. You will also leave a coat by your bed to keep you warm in the event of an evacuation.  The House Mistress/Head of Boarding will go through the fire evacuation procedure at the start of each term.
<b><i>Do I need pocket money?</i></b>	Often, there is the opportunity to enjoy items from our tuck shop. Each boarder has a 50 pence allowance which is added to their boarding fee if they choose to take advantage of this.
<b><i>Will my belongings be safe?</i></b>	All belongings must be clearly labelled with your name. Money and valuables can be handed in to the House Mistress. The boarding house is a safe and secure place for your belongings, but if you do lose or mislay something you should report it to the House Mistress as soon as possible.

# Boarder's Daily Schedule

## Morning

- 0700** The morning begins with a wakeup call from your Housemistress. You will then get washed, brush your teeth, and get dressed ready for breakfast. If you have Games that day, please make sure you have your kit with you. You will strip your bed sheets and leave them in the designated spot (outside your dorm) ready for your dorm leader to take to the laundry room. It's important to double check you have taken all your belongings with you from your dorm.
- 0750** Breakfast in the Dining Hall.
- 0815** Breakfast ends and you make your way to your form room for morning registration.

## Evening

- 1600** End of the school day. You will have a snack and drink before heading to prep/clubs.
- 1700** End of first prep/club. You will be escorted up to Prestfelde House by the House Mistress and gap students to settle into your designated dormitories and change into your casual clothes. You may also have some down time in the games room or boarder's lounge.
- 1745** Supper in the Dining Hall.
- 1830** Supper ends and you return to Prestfelde House to begin the evening activity.
- 1945** Juniors, it is time to get freshened up after your evening activity. You will have time to shower (optional), brush your teeth and get into your pyjamas ready for bed.
- Senior pupils can have some chill time in the boarders' lounge to hang out with friends or watch TV while the Junior are getting ready for bed.
- 2000** Junior bedtime. It is time to get into bed and unwind after an exciting day. You will have 15 minutes of reading time before lights-out so don't forget your book!
- 2015** Junior lights out.
- Seniors will now head to the shower rooms to get ready for bed. You will have 30 minutes of reading time in your dormitories before lights out.
- 2100** Senior lights out.

## What will I need to bring when I board?

Here is a checklist of essential items to make sure you are ready for your boarding night at Prestfelde House.

- Pyjamas, dressing gown and slippers
- Comfortable clothing and shoes/trainers suitable for your evening activity.
- Clean uniform (or Games Kit) for the following day
- A toothbrush, toothpaste, hairbrush/comb, and shower toiletries
- A towel
- Anything important that you need for school the following day
- A reading book: there will be reading time every night before lights-out
- You are more than welcome to bring anything to help you feel at home while boarding, such as a cuddly toy or your own pillow/blanket.
- Any medication that you may need must be handed into Matron

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.

*Home from Home*

## How to be a Brilliant Boarder

- Be kind, respectful and polite to staff and fellow boarders
- Always listen to and follow instructions
- No mobile phones in the boarding house or in school
- Chromebook/laptops should be handed in after supper
- Avoid talking and causing disruption after lights out
- Behave safely in your dorm rooms and do not jump off bunk beds
- Maintain a tidy and organised dorm room
- Ensure you take all belonging in the morning
- Ensure you always have a book for quiet reading time
- If you have any concerns or need assistance after lights out, you should call the House Mistress and Head of Boarding using the emergency doorbell on your floor
- Always give your all when taking part in boarding activities and make the most of your opportunities
- Show gratitude to the boarding staff and your boarding housemates
- Senior pupils should always model excellent behaviour and ensure junior boarders have outstanding role models
- More important than anything else- have fun!

The boarding staff are committed to promoting positive behaviour throughout the boarding programme and adopts all school-based policies related to behaviour, bullying and cyberbullying in addition to the expectations within the boarding programme itself. The expectations of tolerance, respect, and positive attitude and good behaviour and constantly reiterated and enforced in addition to the values and virtues associated with British Values.

be  
brilliant

## Important Contact Information

**Prestfelde School Office:** 01743 245400

**Prestfelde House:** 01743 298546

**House Mistress Mobile** (*Tuesday, Thursday and Friday evenings, and Saturday morning only*): 07486 979224

**House Mistress Email:** [lvallonchini@prestfelde.co.uk](mailto:lvallonchini@prestfelde.co.uk)

**Head of Boarding:** [hjones@prestfelde.co.uk](mailto:hjones@prestfelde.co.uk) or please call the school office.

### **Additional support at Prestfelde House.**

#### ***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 experience or witness unkindness at Prestfelde House, you can speak to anyone in the boarding team. You can also speak to The Headteacher, the Deputy Head (academic), the Deputy Head (pastoral) the Head of Boarding or your Form Tutor.

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**, Ken Baskerville. He is always more than happy to hear from and support Prestfelde pupils. You will get opportunities to meet Ken throughout the school year.

**Independent Listener:** Ken Baskerville - 07800 567728

### **Other Useful Numbers:**

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

#### **Independent Schools Inspectorate:**

CAP House

9-12 Long Lane

London

EC1A 9HA

[concerns@isi.net](mailto:concerns@isi.net)

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

Freephone

: 0800 5280731

or website

: [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 **Mike Haswell, Deputy Head Pastoral:** 01743 245 400 [mhaswell@prestfelde.co.uk](mailto:mhaswell@prestfelde.co.uk) Mrs Keogh-Jones is also the Deputy Designated Safeguarding Lead.