



Polwhele House
Boarding Handbook
2019/20

All Boarders to be issued with a copy sections 1-11
All Boarders' Parents/carers must complete (11)
Head of Boarding maintains file for (11)

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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 that is, as far as possible, free from physical hazards and dangers of any sort.

Provide accommodation that 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

7.00	Wake up		
7.15	Practise musical instruments or read		
7.30	Breakfast		
From 8.00	Over to School		
8.00 to 3.40	School Day		
3.40	Tea		
4.00 to 5.00	After school organised activities (where possible, boarders to attend a club rather than prep)	5.00	*Boarding Tutor takes up duties
5.15 to 6.00	Boarders' Prep (all)		
6.00 to 6.30	Supper		
6.30 to 8.00	Free time		
		8.00 8.30	Yr 3 / 4 bedtime Yr 5 bedtime
8.30	Boarding Tutor finishes duties		
9.00	Lights out Year 6 and 7		
9.20	Lights out Yr 8		

In the event of the Head being away

*

4. STAFF DUTY ROTA

Houseparent always on duty at times shown below

Time	Mon	Tue	Wed	Thu	Fri
7.00 to 8.00 am		TH	TH	TH	TH
3.40 to 4.00 pm	TH/KC	TH/LS	TH/TW	TH/DF	TH/MH
5.15 to 6.00 pm	TH/HM	TH/SE	TH/AB	TH/HM	
6.00 to 8.30 pm	TH/HM	TH/SE	TH/AB	TH/HM	
8.30pm to 7.00am	TH/HM	TH/HM	TH/HM	TH/HM	

5. CODE OF BEHAVIOUR FOR BOARDERS

Music practices at 7.15 a.m. arranged by the Houseparent. Boarders practice their instruments for 20 minutes or so.

After breakfast, pupils brush their teeth etc. and tidy their rooms, including making their beds. Any boarder who leaves an unacceptable mess will be called over at mid-morning break by the House Mother to sort it out.

Boarders are supposed to have reached their classrooms by 8.20 a.m. Chorister boarders are required to be at choir practice by 8.00 a.m.

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 House Mother or School Secretary.

Everyone goes to tea at 3.40 p.m. but eating is voluntary.

At tea, the House Tutor and House Mother check how each pupil will be occupied until first prep. In practice, most boarders do an 'after school activity' on most evenings. The boarders are encouraged into joining an activity.

Prep is a silent, supervised, independent working time in a supportive and encouraging atmosphere. At the discretion of the duty master, individuals or a group or two or three may be allowed to go to another room to test each other on learning or to process work on a computer. Those who finish early read a book or newspaper.

During the free time after supper, pupils can go to their room, or go up to the Prep School (only with permission) to use the computers or the library. Ball games are allowed outside, if it is dark this happens in the Main Hall but only if an adult is present. (Ball games in the Hall are with a soft ball and restricted in length). In the summer, boarders are free to wander within bounds (see map of campus) and are expected to respect delicate shrubs (e.g. when playing '40/40' or 'hide and seek'). Tennis is popular in the summer term.

Boarders are not allowed into each other's rooms.

Boarders are expected to take a shower regularly and in most cases every day, at arranged times.

7.50 pm Yrs 3, 4 & 5 get ready for bed. Yrs 3 & 4 come down for refreshment then go to bed at 8.00 pm. Yr 5 have refreshments and go to bed at 8.30 pm.

8.50 pm, Year 6 and 7 go to bed. Year 8 boarders are allowed to stay up late (until 9.10 pm) at the House Mother's discretion but have to understand that this is a privilege that

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. The exception of Yr 8 finally going to bed (when the others could be asleep).

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, plus on rare, appropriate, occasions:

Doing some community service for the good of all

Earlier 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

Old cow shed, walled garden

Drive

Staff car park, cattle grid

Pre-Prep School

Laboratory

Main Hall

CDT 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

Music room

ICT Room

6.3 Map of School Grounds:

This show clearly where boarders can go and this is very strictly enforced with clear instructions by boarding tutor and Head of Boarding at the beginning of the Summer and Michaelmas Terms and is regularly reinforced.

6.4 General Safety/Risk Management:

All staff are vigilant in looking out and reporting potential hazards, using forms which are completed and given in to the school office whenever anything faulty or dangerous is observed. There are two maintenance staff on site each day who can usually give immediate attention to anything reported.

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.

7. SUPPLEMENTARY UNIFORM LIST
AND GENERAL NOTES FOR WEEKLY BOARDERS

Pupils require:

soap and shampoo
toothbrush and toothpaste
hair brush and comb
shower cap
dressing gown
Slippers
1 pair pyjamas

We supply:

towels
box of tissues
Clothes brushes
nail scissors
nail brushes
duvets and duvet covers
sheets and pillowcases
(you may supply your own)

3 pairs socks/tights (minimum)
3 pairs pants
3 vests (optional)
Shoe cleaning kit
Home clothes
linen bag for dirty laundry
swimming costume/trunks,
swimming towel (kept at School) and
swimming bag

No pocket money or tuck will usually be necessary for weekly boarders. All possessions must be clearly marked with your child's name.

Weekly boarders should arrive at School on Mondays in time to take their belongings to their rooms and be in their classrooms by 8.40 am.

All boarders should be collected after school on Fridays at 3.45 pm or 5.00 pm.

School games clothes should be taken home every Friday along with other dirty laundry. We have tried to keep the extra equipment for weekly boarders to the minimum. Parents/carers may find it difficult to return everything laundered on a Monday in which case we recommend that extra items of uniform are purchase. The Houseparent operates a laundry service for pants and socks.

If boarders would prefer to bring a favourite duvet cover to school (to be washed and kept here) they are most welcome to do so. Favourite soft toys are equally welcomed. Toys and electronic games are not advised and we cannot be responsible for accidents which may occur to them in School.

8. BOARDERS - MEDICAL NOTES

- 8.1 If your child has suffered during the school holidays from any infections or contagious disease, it must be reported to the Head of Boarding at the first opportunity after he or she returns to School.
- 8.2 If your child is thought likely to have been in contact with any infections or contagious diseases during the school holidays, the Head of Boarding must be informed of the facts, preferably in writing, by the time he or she returns to school.

- 8.3 If your child has been in the care of a doctor during the holidays, a brief note from him/her would be appreciated so that medical records can be kept up to date.
- 8.4 All dental and ophthalmic treatment should take place at weekends or in the holidays, as far as is possible. It is strongly recommended that boarders' eyes and teeth are checked before they join the Polwhele Household.
- 8.5 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.

9. PROTOCOL FOR THE PROVISION OF NON-PRESCRIPTION MEDICATION FOR BOARDERS

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 House Mother 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.

10. 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.

11. MEDICAL RECORD FOR BOARDERS
and FORM OF AUTHORITY FOR SCHOOL TO ACT IN 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 accidents, operations or illnesses and he/she 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 last injection:

Tetanus:

TB Prevention:

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 when:

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:
(Father/Guardian)

Signed:
Mother/Guardian)

Date:

Date:

12. TASTER EVENINGS:
Letter to Parents/carers

We are really looking forward to the boarding taster evening on we hope your child is too.

Your child will need to bring:

Change of clothes suitable for this time of year (i.e jeans, sweatshirt, coat, boots/wellies). Hat, gloves and scarf. We will be Nightwear including dressing gown and slippers
Clean school uniform for the next day
Change of underwear
Wash bag including shower cap
Any books, equipment, kit/clothing that is needed for(next day) school time and after school clubs
Teddy bears are most welcome

13. 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
- Show the children the map of the grounds stressing where they are and are not allowed to go.

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.