

**BOARDING HOUSE POLICY**

Compiled: September ‘14

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Updated January ‘15

Updated July ‘15

Updated September ‘15

Updated October ‘16

Updated January ‘17

Updated February ‘17

**INTRODUCTION**

Welcome to boarding at St. Hugh’s!  This is a working document, which will help all staff become acquainted with the many facets and requirements of the school and its boarding systems.  This handbook should be kept for reference and it will be regularly updated and amended to remain current and at the forefront of boarding provision.

**Statement of the St. Hugh’s Preparatory School’s Boarding Principles and Practice**

The principles on which boarding is based are that it is an intrinsic part of the life of St. Hugh’s Prep School. We aim to make boarding a rich and rewarding experience.  Children who board have the experience of not only being cared for, but also caring for others. This develops a social awareness that comes from living, working, playing and having fun with others in the house. The ‘boarding experience’ enables boarders to form close friendships, and develop independence, self-discipline and responsibility for themselves and others in a friendly, family-based environment.

**We aim to:**

* Ensure our boarders are happy, that they feel safe and that they are given every opportunity to develop as a whole person.
* Provide our boarders with lots of new experiences to help them grow and develop into confident, independent and positive people who want to be involved in as much as possible in all aspects of school life.
* Ensure that all our boarders flourish as part of a mixed community and that they will make a positive contribution to society.
* 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/she will be treated and respected as an individual.

**BOARDING STAFF ORGANISATION:**

**Assistant Evening Duty Staff:**

Miss Sylvia Locke

Mr Phillip Wingham

Mr Gavin Sinnott

Mrs Katy Felton

Mrs Kerry Cook-James

Mr Viv Jeffrey

Mrs Bernie Costello

Mrs Kim Appleton

Madame Magali Clayton

Mr Matthew Pickering

Mr Richard Goodhand

**Houseparent:**

Miss Ann-Marie Hainsworth

**Designated Safeguarding Lead:**

Natalie Wallis

**Independent Listener:** Wendy Trotter

**Governor with Responsibility for Child protection:**

Sam Dewhurst

**Headmaster:**

Mr Chris Ward

**Residential Assistants/Gaps:**

Miss Amy Whitby-Smith

Miss Georgina Rudkin

Mr Adam MacDonald

**Matrons:**

Mrs Laurren Malvern

Miss Marlene Green

**CONTACT NUMBERS**

**Miss Ann-Marie Hainsworth** 07508875175

 boarding@st-hughs.lincs.sch.uk

**Matron** Contact through School Office or matron@st-hughs.lincs.sch.uk

**Mrs Natalie Wallis** 07930 264470

**Mr C Ward** (Headmaster) 07966 209603

**Front Door code/school doors** 1958

**Girls’ Door code** 9245y

Lounge Door Code 9246z

Boys’ stairs Door code 9246x

Surgery Door code C1235

Surgery Safe Code 75753

Kitchen Safe Code TBC

**POLICIES, PROCEDURES AND PRACTICES**

There are a number of whole School based policies, which apply, not only in the context of the School day, but which are equally relevant to those connected to boarders in the boarding environment. References are made to these policies in the following documents and they should be read in conjunction with the guidelines contained in this handbook:

All events/incidents are recorded in the boarding diary – A method of allowing all staff involved with duty nights & day notes to track/be aware of the events in the house. This is located in the surgery safe.

**ANTI-BULLYING /COUNTER BULLYING POLICY**

*Ref: Anti-bullying Policy (ISI A8, B1)*

**Bullying of any form is unacceptable in any aspect of life at St. Hugh’s.**

Always set a good personal example, by being clear that you will not allow bullying.

Be careful to avoid siding with any potential bullying faction in a boarding situation by, for example, joining in any mocking of a pupil, which could intensify difficulties which individuals may from time to time experience. Anything which appears to give official sanction to such attitudes is potentially extremely damaging and, of course, highly unprofessional.

Be alert for children who appear upset, isolated or the butt of frequent jokes by their peer groups. Boarding staff in particular are asked to be watchful for any signs of bruising or other rough treatment that are not easily or satisfactorily explained.

Where concerns arise, do take some form of action – Always report back to the pupil after the action has been taken. It is better to perhaps appear over-fussy and concerned about such issues than to risk a situation in which bullying can prosper. Discuss worries with the boarder’s house parents and other boarding staff. Raise issues at regular full staff meetings if a fuller airing of an issue is required.

**CHILD PROTECTION SAFEGUARDING POLICY**

*Ref: Safeguarding and Child Protection Policy (ISI A6, B2, B10, B15, B16, B17, E1)*

This is a prominent aspect of our role as carers of boarders and any concerns regarding the safety and or suspected abuse of a child in our care must be reported to the school **Designated Safeguarding Leads (DSL)**: **Mr Richard Goodhand & Mrs Natalie Wallis**

The boarding house and St. Hugh’s aims to provide pupils with relevant information, skills and attitudes to help them resist abuse and prepare for the responsibilities of adult life, including home and family. Together with these skills it is hoped that pupils will feel confident that they can confide in staff on issues of neglect, abuse and deprivation.

**Child Protection Advice**

If a child tells you that they have been or are being abused:

**DO:**

* Stay calm.
* Listen to what they say, take it seriously and let them know you are taking it seriously.
* Let them talk – their information in the way they want to say it.
* Use words they will understand.
* Reassure them that you are glad they told you. Let them know they are brave for coming forward.
* Reassure them that it is not their fault.
* Be honest. Tell them who you will have to inform and why.
* Let them know what is happening at every stage.
* Let them know that there are also other confidential sources that they can speak to/that can help them – Child Line etc.
* Make sure the information is forwarded on.
* Follow the Child Protection and Safeguarding Procedure.

**DON’T**

* Make promises you cannot keep
* Attempt to prove or disprove what they have told you
* Keep it a secret
* Try to resolve the situation yourself

**LOST/MISSING PUPILS/BOARDERS** *Ref: St Hugh’s Handbook – Missing Pupils Policy*

Boarders’ registers are done regularly:

At 7.45am at breakfast

At 6.30pm as they arrive for boarding activities

At 9.00pm during lights out.

If a pupil who is registered to board and is not present/accounted for at the 6.30pm registration, the head will be contacted to ascertain the pupil’s whereabouts.

**EQUAL OPPORTUNITIES**

*Ref: Equal Opportunities Policy*

*Ref: St. Hugh’s Anti-Racism Policy*

At St. Hugh’s Preparatory School we aim to achieve consistency in the treatment of all boarders without regard to sex, colour, disability or religion. All boarders will be expected to adhere to the same codes of behaviour and practice and there is no difference in approach to the principles involved in dealing with boys or girls.

In all activities boarders are grouped in mixed gender groups and age groups.

Our aim is to equip all pupils with an awareness of the multi-cultural richness of our society and of the world. The boarders are encouraged to develop an awareness that helps them appreciate that, although some people in our society have disabilities, they are of equal value and have gifts and abilities too.

**Provision for Pupils with Religious, Dietary, Language, Cultural Needs**

We cater for all religious beliefs and we are able to accommodate all dietary, language or cultural needs. The house parents will work closely with parents/guardians to ensure pupils’ needs are catered for. All requirements should be discussed with the house parents in advance.

**Religious**

We are an open community with no religious discrimination. All views, opinions and beliefs are not judged, but are encouraged. The school has strong and positive links with all the local churches.

**Dietary**

Should the need arise the house parents and the parents/guardians can meet with Lee Wilson (Head Chef) to arrange any special dietary requirements.

**Language**

Language needs are catered for through the expertise of Mrs K. Cook-James.

**Cultural**

All cultures/backgrounds and races are welcomed and appreciated in the boarding house. The variety of views, opinions, beliefs and backgrounds makes for a richer and more varied boarding community.

**DISCIPLINE, SANCTIONS, REWARDS AND RESTRAINT**

**Discipline**

* It is an important aim of the boarding house and St Hugh’s Prep School that our community, boarding inclusive, is disciplined in its approach. Boarders are expected to behave decently at all times and the boarding house rules are an additional base line for acceptable standards of behaviour. Initially, the staff involved with duties related to the boarding house set their own standards and minor disciplinary matters should be resolved within the context of the boarding house / site of activity. Boarding house and school disciplinary matters are not to carry over from one to the other or vice versa.
* For repeated or more serious offences the duty staff should refer the boarder to the house Parents who may then contact the parents or refer the case to the Headmaster.
* Incidents reported to the house parents will be recorded in the boarding diary.
* No member of staff is permitted to physically chastise a boarder and the School policy does not permit the use of corporal punishment.

**Sanctions**

* Sanctions must always be in proportion to the incident. They must be immediate and unambiguous with reasons for the actions clear to the boarder. The sanctions must also be consistent and fair to all involved and where possible promote an educational or cultural aim. All sanctions are to be reported to the house parents. Depending on the nature of the incident it may also need to be reported in the diary.

Possible sanctions include:

*Early bed*

*No evening activity*

*Letters of apology to staff*

*Tuck ban*

*No casual clothes*

*Report to Houseparent*

*Houseparent contacting parents*

*Report to Headmaster*

*Reduced screen time*

**Rewards** *Ref: Rewards and Sanctions Policy (ISI A4, B3, E11)*

Rewards lead to improved motivation and better behaviour. The aim of the boarding house is always to reward than to censure. With this is mind, acts of kindness, support or helpfulness are encouraged by rewarding such behaviour through praise, a tuck reward or by adding effort golds to the school reward system.

A variety of individual competitions are also run during the course of the year. Winners of these competitions are given a ‘treat’, the nature of which will be at the discretion of the house parents.

Examples of competitions may include:

*- Tidiest dorm*

*- Coats / Shoes / Blazers remembered*

*- Tournaments/Games*

*- Behaviour in the dormitories at bedtime.*

At the end of the year there is a Boarders’ prize awarded on Speech Day. This can be awarded to anyone who has been in the boarding house over the year from Yr 3 to Yr 8.

**Restraint of Pupils**

*Ref: Restraint of Pupils Policy (ISI B3)*

**Complaints Procedure**

*Ref: Complaints Procedure Policy (ISI A14, E7)*

**Responses to Alcohol, smoking and Substance abuse**

*Ref: Policy regarding alcohol, smoking, illegal substance and solvent abuse (ISI B18)*

**Staff disciplinary, grievance and whistleblowing**

*Ref: Whistleblowing Policy & Guidance (ISI B4)*

*Ref: Code of Good Practice for all Staff*

**Crisis Management Policies – Foreseeable Crisis**

*Ref: Responding to a Disaster/Critical Incident Plan (ISI B19)*

**HEALTH AND WELFARE NEEDS AND ISSUES**

All medical needs and issues are recorded on the boarders’ individual Medical cards. All welfare needs and issues are recorded on ISAMS. The mental health of our pupils is just as important as the medical health. With this, staff should read the document released by DfE (March 2016) *Mental Health and Behaviour*. If staff have any concerns regarding the mental health of any pupil, they should seek advice from Head of pastoral care and House Parent.

**Medical Records**

There is a record of the boarder’s daily medicinal requirements updated primarily by Matron or in her absence by the assistant matrons, house parents or assistant house staff.

This enables:

* Information to be passed to Doctors if necessary.
* The duty staff/house parents/matron are able to check that doses are not being exceeded in any 24hr period.
* Matron to keep a record of on-going medication.
* All the boarders’ medical information to be at hand should they need to go to the doctors/need and ambulance or have to go to hospital

There is also the extra provision of the sick bay, which can be used if a boarder is ill and needs to be separated from the other boarders. The sick bay will also be used should a boarder need to rest / medical treatment during the school day.

**Welfare Files**

There is a Welfare File for every individual boarder, which holds all issues, concerns and incidences regarding the individual’s welfare. These are to be utilised by the house parents in the event of a boarder seriously misbehaving or of being a cause for concern. In the event that a boarder’s individual file has to be used to note incidents of a sufficiently serious nature, the following, where possible needs to be recorded:

* The background.

**These files can only be accessed and edited by the Houseparent / DSL / Headmaster / Matrons**

* Person/s involved.
* Relevant information regarding the ‘concern’, ‘issue’ or ‘incident’
* Follow up action regarding ‘concern’, ‘issue’ or ‘incident’
* Disciplinary action / sanctions imposed.

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Information regarding any welfare/behavioural concerns noticed by duty staff are relayed verbally to the house parents and/or recorded in the diary.

General information regarding minor offences and misbehaviour, homesickness etc. can also be recorded in the diary.

**MANAGING BOARDERS’ WELFARE**

**Pastoral Care – Personal, Social, Health & Economic Education**

Pastoral care is largely the responsibility of Form Tutors within the context of the School and Form Tutors are expected to give special attention to the needs of boarders in their forms. In addition, a responsibility for catering for the needs of boarders is vested in the house parents and those involved in boarding on a daily basis.

The Independent Listener is Mrs Wendy Trotter. Mrs Trotter makes termly visits (and occasionally more often) to the boarding house to meet/speak with the boarders. She is always available to talk to not only by boarders, but also the entire school. Her visits are recorded.

**Suggestions Box**

* A suggestions box is available to all boarders should they wish to comment on anything in the boarding house. It can be anonymous if they would like; it is made very clear to the boarders that they will not be judged by the comments made.
* The comments box is also a medium for issues that boarders would like raised in any of the Boarders’ Committee meetings.
* Heads of Dorm are also issued with a log-book to record any ideas/concerns/issues they or others might have. They can then bring these along to the committee meeting.

**Risk Assessments**

* All activities that are off site must have a specific risk assessment completed for the activity. All risk assessments must be checked and signed by the Headmaster.
* All the Risk Assessments are held by the Headmaster.

**Strangers on Site**

If any boarder notices a stranger on the School premises they are strongly encouraged to inform the duty member of staff immediately. It is then up to the duty member of staff to try and ascertain the reason for the stranger’s presence and deal with the situation appropriately.

**BOARDERS MUST NOT APPROACH STRANGERS**

**Health and Safety**

Health and Safety in the boarding house and St. Hugh’s is guided by the School’s Health and Safety Policy.

*Ref: Health and Safety at Work 1974 (ISI A9, B8, B9)*

*Ref: Risk of Fire Policy (ISI A11)*

**Transport Policy** *Ref: School Minibuses (ISI B6)*

Boarding staff make frequent use of school minibuses especially when taking outings and trips over weekends. Duty staff are required to familiarise themselves with the School policy on the driving of minibuses as set out in the School publication

**Fire Alarms and Drills**

The Fire alarm systems are tested in boarding house on a weekly basis by the maintenance team and records are kept showing when the tests took place.  Fire drills are also practised and recorded.  Details of the Fire alarm checks can be found with the Facility Manager and the practised Fire drill records can be found with the Headmaster.  Fire equipment is inspected and serviced annually; a visual inspection of all firefighting equipment is carried out monthly.

**Fire Procedures**

There are several posters placed around the boarding house to ensure that boarders and staff are provided with the information necessary to show them what to do and where to go in the event of a fire or any other need to evacuate the buildings. There is also a fire induction checklist to ensure that all boarders know what the fire procedures are.

**HOUSE ARRANGEMENTS, ORGANISATION AND ACTIVITIES**

The boarding accommodation comprises of separate girls’ and boys’ landings and is situated in the main school building, which also includes the Headmaster’s Study, Administration, the staffroom, junior classrooms, and the pupils’ common room. The building is very much the hub of the school. Girls’ and boys’ landings are divided into dormitories for particular ages. Boarders are encouraged to personalise the area around their beds to create a homely atmosphere. Boarders can get changed into their home clothes after school before boarding activities. Boarders may bring mobile devices to use at specific times after hobbies, but they MUST NOT be taken up to the dormitory areas. When not in use such devices should be kept in the safe in the kitchen. There is a signing out sheet for electrical devices. Any pupil who does not act in accordance with the electrical device rules with be sanctioned with a short term ban.

**Activities and Extra-Curricular**

*Ref: Extra-curricular activities policy*

All pupils enjoy activities from 4.15-5pm four days a week. Boarding activities begin at 6.30pm and last an hour (approx.). Pupils should be back in the boarding house at 7.30pm (not before) to enable them to have their evening snack and showers before bed times begin. There is an activities slot for junior boarders between 5.30pm-6.30pm which takes place in the boarding house and allows them time to read, learn spellings/times tables and enjoy some ‘down-time’.

**Friends**

They are allowed to go and visit/stay with their friends providing the house parents have spoken with parents of the respected pupils involved and that consent has been given from the boarders’ parent where necessary.

**Boarders’ Committee**

The Boarders’ Committee is made up of anyone who boards. We hold a meeting every half term and all boarders are given the opportunity to voice their opinions on matters that are of concern to them and to ask any questions that they wish. We try to ensure that there is communication between all boarders and house parents thereby ensuring a friendly, happy, safe environment.

**House Jobs**

We do not have a rota for jobs in the house but we believe that the pupils should learn to be responsible for the care of the environment in which they live. They are asked to wash up their things before they go to bed and tidy their belongings away into their dorms. The pupils are asked to make their own beds and be responsible for handing in their laundry each day.

**Personal Possessions**

We encourage all the boarders to bring anything (within reason) that they feel will make their time in the boarding house more enjoyable. Some of the possessions they have they may want to keep in the drawers under their bed or in their locker. Boarders are invited to bring a small lockable box for private items – these are not for the storage of mobile phones, any electronic or anything that is deemed inappropriate by the school.

Boarders must make every effort to safeguard their personal possessions; the school cannot be held responsible for any loss of valuables.

Electronic items used in the boarding house are annually PAT tested. The boarders have the opportunity to have their electronic items PAT tested at the start of each year. Boarders may not use chargers in the boarding house until they have been PAT tested.

**Searching pupils’ belongings**

Staff may check pupils belongings if they have good reason to and should always explain the reason why to the child and another member of staff. A record should be kept in the boarding diary if a check has been made and what result came from this.

*Ref : Search and confiscation policy*

**Stationary and Personal Items**

If boarders need specific items, the house parents will get it for them from a local shop.

**Off-site Administration**

When a full boarder leaves the premises, they must obtain permission from the boarding house parents. The house parents will update registers and inform duty staff of the details. A signing out book (log Book) must be signed by the adult taking a boarder off site from the school premises.

**Exeats**

Each half term there is a fixed occasion (weekend), where all boarders spend time at home with parents. These weekends start at the end of the school day, on the designated Friday afternoon. At the end of the exeat, boarders are asked to return to the House between 7-7.30pm on Sunday evening. It is acceptable for boarders to return on Monday morning in time for the start of school with prior arrangement.

Parents may request late collection or early return and the school will endeavour to accommodate these requests but cannot always guarantee them.

**Homesickness**

On occasions boarders who are not feeling well or have received some disturbing news may become homesick. This is common in schools and staff need to be aware of how to treat a homesick boarder. Often a little ‘TLC’, a quiet chat with a member of staff or by involving the child in an activity to take his / her mind off thinking about home will suffice.

Where homesickness persists throughout a duty period, staff must record this in the daily house log and bring it to the attention of the house parents who may need to intervene and take further action.

**Illness in the Night**

Should a child be ill in the night they or someone in their dorm will contact the post-grad on their floor who, if it is more than TLC needed, take them to the houseparent who will assess the situation and administer medication, contact parents and/or move them to Sick Bay.

**Staff Induction**

All staff are given a tour of the boarding house and site prior to becoming a duty member of the boarding house. Grad students are given an induction pack and mentor.

**Staff Development**

All boarding staff are given the opportunity to attend courses relating to boarding. There are regular meetings for assistant house duty boarding staff and matron to keep them aware and updated with any changes or developments.

**Adult Access to Boarders’ Accommodation**

Any visitors (outside visitors) to the boarding house are kept under sufficient staff supervision. All visitors must wear a visitor’s pass (except parents and guardians). If you are unsure about who is a parent or guardian, contact the boarding house parents.

Parents/Guardians/non-duty staff must seek permission from the house parents if they wish to go upstairs to the dormitories. If possible, staff are recommended not to go into the dorms unless it is necessary.

**Washing – Showering / Bathing**

All boarders are encouraged to shower on a daily basis, particularly following sporting activities. The boarders are sent to dorms at separate times (starting with the juniors) so as to avoid congestion and too much of a mix of ages in the showers at any one time. This is monitored by the house parents and duty Staff.

**Snack Rota**

The boarders are able to have fruit and squash/water/milk whenever they would like, and they do not have to ask for it. We encourage pupils to bring in their own tuck but there are always biscuits, cereals, bread and fruit available to them too. We have Hot Chocolate or milk shakes as an evening treat and we make food snacks depending on the events happening in that terms’ calendar, for example pancakes on Shrove Tuesday.

**House Keeping, Tidiness and Laundry Arrangements.**

Matrons are in the boarding house from 7:00am to 6.30pm. Their main ‘boarding house’ responsibilities are: administering medication, boarders’ laundry, ensuring the boarders have the correct clothes, assisting with the monitoring of ‘flexi’ boarders, and communicating with the house parents about any medical issues that have arisen during the day.

The boarding house is cleaned/tidied every day by ancillary staff. They will clean all the wet areas, and hoover/tidy all the house. They will also ensure that doors handles and other areas/items used regularly by different people are cleaned each day.

The boarders’ laundry is done every day, and matron ensures that everyone is handing in the correct items in. Each dorm has their own wash box into which they put all their dirty laundry.

**DAILY DUTY GUIDELINES**

**JUNIOR Boarders** 5.30pm – 8.30pm

Junior boarders return to the boarding house at 5:30pm. On their return the member of staff on duty will register the boarders. Boarders are encouraged to check the whiteboard for notices and laundry messages. They will then complete any reading/tables/spellings they may have. They should also be sent to their dorm to put any clean laundry away in their drawers/boxes. After this they may watch TV/play board games/use craft equipment/ or use the x-box (20 mins max). Junior boarders may sign electrical items out in this time after they have done their jobs/spellings/reading. Juniors also change into their own clothes during this time ready for their boarding activity.

At 6.30pm Junior boarders join seniors for the boarding activities taking place that evening.

 7.30pm At the end of this activity session boarders are sent to shower and change into pyjamas. Boarders are sent to dorms 15 mins before lights out for quiet time – reading is encouraged.

**Senior Boarders** 6.30pm – 9.00pm

Senior boarders return to the boarding house at 6:30pm, following prep and hobbies. On their return the member of staff on duty will register the boarders. Boarders are encouraged to check the whiteboard for notices and the laundry rota. Boarders should then go to dorms to change promptly in their own clothes.

6.30pm Following registration and changing, boarders should join the boarding activities taking place that evening.

7.30pm At the end of this activity session boarders are sent to shower and change into pyjamas. Boarders are sent to dorms 15 mins before lights out for quiet time – reading is encouraged.

Only when changed should boarders be given electrical items (these must be signed out). They should then go to the kitchen for their snack at the appropriate time. Boarders may relax and choose an activity until quiet time/bedtime. Boarders are sent to dorms 15 mins. before lights out for quiet time – reading is encouraged.

**Evening meal** 5:00pm – 5:30pm

On arrival to the dining hall the pupils sit at the tables. They queue at the servery to choose from the food choices. A kitchen assistant usually assists with the serving of the food whilst also encouraging good food choices. Once all boarders have been served there is often the option for seconds.

Good table manners should be encouraged at all times.

**Evening Activities**: 6.30pm-7.30pm

Staff like to make the evenings as fun for the children as possible. Here is the Spring term rota of activities :-

**Monday** – Board games and hide and seek

**Tuesday** – Swimming / Sports hall games

**Wednesday** – chillax night

**Thursday** – Arts and crafts

**Friday**  - Film/ Quiz

**BOARDERS’ WASHING AND BEDTIMES**

|  |  |  |
| --- | --- | --- |
|  | **SHOWERING/WASHING** | **BEDTIME/LIGHTS OUT** |
| **Years 3 - 4** | 7.30pm – 7.45pm  | 8.15pm – 8.30pm\*\* |
| **Years 5 - 6** | 7.40pm – 8.00pm | 8.30pm – 8.45pm |
| **Years 7-8** | 8.00pm – 8.15pm | 8.45pm – 9.00pm  |

\*\* Bedtimes are closely monitored and reviewed on a daily basis.

Using the boarding diary, the house parents / duty staff write general comments of the evening’s activities, including behaviour of the boarders and any events or issues that might have occurred. In the event that a boarder’s behaviour has raised a cause for concern for any number of reasons, details must be recorded into the relevant boarders’ welfare file and a brief reference made in the diary.

**Boarding House Rules**

Boarding house rules are intended to ensure a happy environment for all of us. It is in the interest of everyone to constantly consider the impact that their behaviour will have on others. We all have the right to our own thoughts, feelings, needs, ideas and opinions and we also have a responsibility to consider the rights of others.

**Dress**

All Boarders must wear school uniform during School hours. Uniform must also be worn when travelling to and from school. Each Boarder is responsible for their personal appearance. We hope that boarders will do their best to give the boarding house a reputation for smart dress and courteous behaviour. Boarders may wear casual dress during boarding activity sessions, Saturday afternoons and on Sundays. On Saturday mornings all pupils wear their school uniform apart from Years 3&4 who may wear own clothes. All clothing, shoes, coats, School bags, etc., as well as books, pens, calculators, watches etc should be clearly marked with the owner’s name.

**Mobile Phones and IT**

Mobile phones may be brought to the boarding house where they will be locked securely away. Access may be granted for junior boarders after they have done their reading/spelling/tables during their ‘Junior Boarders’ session. Access may be granted for seniors once they have changed into their pyjamas. Boarders must make every effort to safeguard their personal possessions; the school cannot be held responsible for any loss of valuables.

All staff must ensure that when the boarders are using mobile devices and computers, that they are using them appropriately – any misuse of hardware or software should be reported to the house parents and the Head of ICT.

**Cycling / Rollerblading and Skateboarding**

Cycling, roller blading and skateboarding is restricted to the hard play area outside. Boarders must not leave these areas without the permission of a member of staff. Please avoid these areas when other children are using them. Pupils must be supervised when outside.

Bicycles, skateboards, etc should be stored in the shed by the Headmaster’s house – with permission.

A helmet must be worn at all times.

**Visits to Day Pupils’ Houses**

Visits by boarders to any private house at any time must be with the permission of the house parents.

All boarders must be signed out (Log Book)

**Respect for Others**

Boys are strictly forbidden from entering the girls’ landing.

Girls are strictly forbidden from entering the boys’ landing.

Do not enter another dorm unless specifically invited or unless you have knocked first.

Do not leave communal areas untidy and respect the right of others to share our communal facilities.

**Out of Bounds**

Boarders have access to but must not go, unaccompanied, onto the adventure playground or the woods.

**Boarders Visiting Log**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Name of boarder** | **Going out with** | **Time out** | **Return time** | **Contact number/s** | **signature** |
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![C:\Users\chris\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5SGQKJO2\MCj02909180000[1].wmf]()

![C:\Users\michelle.coleman\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PPEX7K3J\MC900290918[1].wmf]()

**BOARDING HOUSE**

IN CASE OF A FIRE

![C:\Users\chris\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\DA1LJPOD\MCj02150140000[1].wmf]()![C:\Users\chris\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\DA1LJPOD\MCj02150140000[1].wmf]()**Sound the nearest fire alarm**

**On hearing the fire bell**

**immediately leave the house**

**by the nearest exit:**

 **Use the fire escape or the main staircase**

* Assemble well clear of the building

at: ***The hard courts (day)***

 ***The front of school (night)***

* Wait quietly for registration by Miss Hainsworth or the member of staff on duty.
* Only re-enter the building when you are given permission.
* Do not run and do not collect belongings

before leaving the building.

**Fire Induction for all Boarders & Staff**

Ensure all boarders are aware of the following:

|  |  |
| --- | --- |
|  | **Checked** |
| They know what the fire alarm sounds like. |  |
| They know what they should be wearing (if necessary). |  |
| They know how to leave the boarding house.*Which doors to use**Where the emergency exits are* |  |
| They know where the emergency meeting point is. |  |
| They know where the fire alarms are, should they need one. |  |
| They know what will happen at the meeting point. |  |
| They know when they are allowed back in the boarding house after a fire alarm. |  |

Date:.............................................

Induction Carried out by: A Hainsworth

Signed:.........................................................................................................

**Boarding Staff Induction Record**

|  |
| --- |
| **Name** ......................................................................... |
|  | **Questions** | **Yes**  |
| 1 | I know what is expected of me during a boarding duty. |  |
| 2 | I know what activities I am responsible for. |  |
| 3 | I know whom I should report to. |  |
| 4 | I know what I should be doing when I am supervising an activity. |  |
| 5 | I know what procedures there are, should I need ‘help’ whilst supervising an activity. |  |
| 6 | I know what rewards and sanctions I am able to give. |  |
| 7 | I know what time duty starts and finishes. |  |
| 8 | I know what areas are out of bounds. |  |
| 9 | I know what the routine for weekday boarding duties is. |  |
| 10 | I know how the boarding house should be evacuated in the event of a fire. |  |
| 11 | I know what I do if a pupil is injured, sick or missing. |  |
| 12 | I know what records, if any, I am supposed to fill in. |  |
| 13 | I know whom the boarders with religious, dietary, language or cultural needs are, or I know where to find out who they are. |  |
| 14 | I know how to report hazards, maintenance repairs or risks. |  |
| 15 | I know which boarders’ landings I am allowed to go on. |  |
| 16 | I know what to do if I have any or am aware of any child protection issues. |  |
| 17 | I am aware of monitoring the mental health of all boarding children and will record any concerns when they arise.  |  |
| I have received and read a copy of the St. Hugh’s Boarding House Policy**Signed** ..........................................................................**Date** ..................................... |