

4.7.5 Guidance for boarding staff – House Tutors / Resident gap students.

(NMS POLICY B13 & B23)

House tutors and resident gap students are to assist the Head of Boarding and resident matron in creating a relaxed, happy and caring environment for the pupils while providing support, guidance and maintaining discipline.

Duties

The duties start at 6.00pm with boarder's supper.

Following this the pupils have some free time. At this point all staff help to supervise the different activities or maintain a presence if pupils wish to entertain themselves. The resident matron remains in the house at this point to prepare snacks, answer the phone and be ready for first aid if required.

At 8pm all the pupils go upstairs. The younger pupils go to the snug room for snacks and a drink while the Year 8 pupils go to shower and get into their PJ's. At approximately 8.30 the Year 8's come into the snug for their snacks and drinks and all the other pupils make their way to their dormitories for the bedtime routine (shower, hand in dirty washing, teeth and toilet etc)

All dormitory lights are turned off at 9pm. The boarding staff then remain outside the dormitories to check all pupils are quiet and go straight to sleep.

At approximately 9.30 house tutors can head home.

Boarding routine

0713 –	Early morning call
0755 –	Breakfast
0825-1800-	As for rest of school
1800-	Evening meal
1900-	Free time
1955-	Register in the Snug
2000-	Year 8 Shower and into pyjamas , all others snacks / TV
2025-	All except Year 8's into the dormitories
2055-	Year 8's to bed
2100-	Lights out for all

Pupils will be expected to complete ½ an hour study period each evening in the week leading up to and during their examinations.

Rules

There are few simple rules for those pupils who are boarding to remember in addition to the normal school values:

- Pupils are expected to keep their own dormitory area neat and tidy.
- No one is allowed up to the dormitories during the day without permission from a member of staff.
- No food or drink is allowed in the dormitory area.
- No child can go into another dormitory unless permission is given.
- As far as possible the weekly boarders can choose which dormitory they sleep in at the beginning of term. If they want to change to another dormitory they must discuss this with the Head of Boarding.
- Boarders must respect peoples' right to sleep, including staff.

If pupils need to be disciplined the boarding staff follow simple guidelines which differ slightly from the schools behavior policy. Pupils will not be given shows or minus marks as boarding must be seen as home from home rather than an extension of a school day. Therefore punishments include going to bed early, moving dormitories for example. For any serious offences the Head of Boarding will then follow the usual behavioral policy.

Laundry

Every evening pupils boarding consecutive nights must place their PE kit, pants and socks from their dormitory into a string bag (along with any other dirty items of clothing) and take it to matron.

Welfare

Any information concerning the pupils and boarding is recorded on iSAMS. If house tutors or resident gap students have any concerns they must speak with the Head of boarding or the resident matron or go to see the Child Protection officer Emma Trelawny-Vernon.

Pupils are also aware that they can approach any of the duty staff for help or advice.

A telephone is always available to allow pupils to contact home and there is an independent listener if required. (All details are posted by the pay phone or in the boarding area.)

Care of boarders who are unwell

Pupils that fall unwell during the evening can be sent home if appropriate. There is also a designated medical room in the boarding area that the pupils can be moved into for the night. This facility is self-contained and opposite the matrons flat.

If pupils fall ill during the night they will be isolated in the medical room and assessed in the morning.

First Aid

The resident matron is in charge of fulfilling any medical requirements. All medical information is available and the key for the medical cabinet is stored safely if required.

Health and Safety

If house tutors notice any risks, hazards or maintenance that requires attention they must inform the Head of Boarding.

If the fire alarm goes off all pupils and staff must make their way to the tennis courts. The pupils must line up in their dormitories and the resident matron will take a register. They are to remain out of the building until it has been declared safe.

Person responsible: JY

Implementation date: Sept 2011

Revised: Jan 2012, Sept 2012, Sept 2013, Sept 2014, Sept 2015, Sept 2016, Sept 2017, Sept 18 Sept 19, Sept 20, Jan 23, Sept 2024