

Terra Nova School Boarding Policy

(This policy is written in conjunction with the Boarding School – National Minimum Standards 2011)

Terra Nova is a day school that provides flexible overnight accommodation, which is available on any night from Monday to Friday. Children can use the option occasionally, regularly or throughout the week. Being away from home is just another educational experience and one that encourages independence and self-reliance.

Our Head of Boarding creates a busy, caring, family atmosphere, supported by resident teaching staff and a team of matrons. Whilst they are at school, children have the opportunity to continue to use the excellent facilities and take part in further activities in a safe and supervised environment.

Whether in preparation for moving on to a senior boarding school or simply to enjoy the fun of being around their friends, we find that the children are very keen to get involved.

Principles of Boarding

Boarding at Terra Nova is based on the following principles:

- The development of the whole person spiritually, emotionally, physically, culturally, morally and socially during their time in boarding.
- Being an open and trusting school, boarding is based upon mutual respect and communication of values. Boarders have the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying. Staff and boarders acknowledge the right of each other to privacy.
- There is an equality of opportunity for the individual and respect for all boarders, regardless of ethnicity, culture, gender or disability.
- Links with parents, despite their sometimes being great distances separating the boarder and their parents, are an indispensable part of the support and development of boarders in this school.

In boarding we aim to:

- Develop the whole person, a desire for truth and a respect for others, qualities of leadership and the ability to work as part of a team.
- 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.
- Create an atmosphere of tolerance, openness, and trust in which teasing, harassment and bullying would find great difficulty in developing.
- Safeguard and promote the welfare of each boarder by providing an environment that is, as far as possible, free from physical hazards and dangers; that is comfortable and suited to the needs of boarders, and which provides adequate levels of privacy.

Commitment to Boarding

The Governors have appointed a designated Governor with responsibility for Boarding Welfare and Safeguarding, Jacqui Wheeler, who meets regularly with the Head of Boarding and reports at Board Meetings. The School also has an Independent Listener,

Sue Phillips and a Counselor, Tracy Knott, who are accessible to the children.

Staff involved with Boarding

Head of Boarding	Mr Andrew Livermore Tel - Work 01477 571251 Home 0781723165 Email – livermorea@terranovaschool.co.uk
Headmaster's Wife	Mrs Debbie Lewin
Senior Matron	Mrs Robina Smith
Assistant Matrons	Miss Cindy O'Malley
Teaching Staff	Mr Andrew Lewin Mr Mark Mitchell Mrs Clare Curtis Miss Jacqui Pritchard Mr Toby Ward Ms Suzy Ward
Gap Students	Edward Armitage, Susan Dalzell Andrew Drummond, Natasha King

Structure and Organisation of the Boarding House

The boarding accommodation comprises of separate girls' and boys' landings and is situated in the main school building which also houses the library, IT room, administration and dining facilities. This 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 straight after supper and before getting their evening tuck. Year 7 and 8 girls may wear jewellery with their casual clothes in the evening.

Boarders may bring personal music systems, hand held video games or mobile phones to use in their dorms and around school during their free time. Any valuable personal items should be insured as they are not covered by school insurance.

Day to day organisation and routines, times and daily arrangements.

The daily timetable is naturally built around meals. These key times are:

- 07:15 Boarders get up and ready for school
- 07:40 Breakfast
- From 08:15 Registration for school
- 10:00 Break
- 12:30 Lunch Break
- 16:00 Snack

- 17:15 Prep
- 18:00 Supper
- 18:30 Boarders change and evening clubs
- 19:30 Boarding staff start (Tuck and evening activities)
- 20:00 Toast (Gappies off duty after toast)
- 20:15 Years 3-6 up to dorms
- 20:30 Year 7 up to dorms
- 20:45 Years 8 up to dorms

Exact timings are flexible depending on the activities that have been organised for the boarders and are at the discretion of staff on duty each night, but a reasonable 'lights out' time must be maintained.

Meals are taken in the Dining Room with canteen service for breakfast and tea. Children do not have to sit with their year group. Alongside these meals, there is toast provided for boarders at 8pm.

Bedtimes and 'lights out' vary according to age between 8.15pm and 9.30pm, (but should not be after 9.45pm except in exceptional circumstances).

A comprehensive activity programme takes place after lessons with Prep time allocated each day except Wednesday. Day pupils may stay on to take part in Prep and selected activities if they wish. Each evening, the boarders will have the choice of floodlit supervised play, board games/jigsaws/quizzes etc. in the Library, TV in the Boarders Common Room and TV / Wii / X-Box on the dorm landings. There are also evening clubs including DT, Shooting, Art, Maths, French and History. Boarders have their own Common Room to use in their free time.

Tuck Cupboard

Tuck is available to boarders every evening, but is strictly monitored throughout the week. Boarders can choose a small amount of tuck from the tuck cupboard. Tuck may not be brought in from home.

Access to Telephones

Mobile phones are only allowed to be brought into school by boarders and must be handed in to the matrons in the Linen Room. They are kept in names pouches. Mobile phones can be collected in by boarders in the evening and used from 6.30pm and must be returned to the Linen Room before pupils go up to the dormitories. . Mobile phones are NOT allowed in the dormitories.

Boarders may use the payphone outside the surgery. In an emergency, boarder may ask permission to use the school phone in the School Office. The contact numbers for the School's Safeguarding Personnel and other outside agencies, including Childline, are posted at this payphone.

Money

Children are not allowed to have money in school, unless they are going on a specific trip or for charity days. Money can be handed into the matrons for safekeeping.

How many nights can the children board?

The boarders are either:

- Regular boarders (three or more nights every week)
- Once/twice every week boarders
- Once in a while boarders

Regular boarders should be booked in at the start of each term by contacting the Senior Matron. All other boarders should book a bed with the Senior Matron. As much notice as possible. Our principle is to place children with other boarders from their year, but when large numbers opt to board it can sometimes be challenging to meet every demand. The school reserves the right to allocate bed on a first come first served basis and cannot guarantee that there will be a space or that children will be in the bed or dorm of their choice. Every reasonable effort will be made to put children with their friends, but it is not always possible and parents will be informed if this is the case.

Boarders should bring their things to the boarding house before school on the day they are boarding. Children should be equipped with the items stated on the kit list. Dressing gowns and slippers are essential items as they will be needed in the event of a trip down the fire escape being required.

Induction of Pupils Staying the Night for the First Time

Pupils are not charged for their first night of boarding. All children who are new to boarding are given a guided tour of the boarding accommodation; they are assigned a regular boarder to assist them during their first evening and night. It is usual for new boarders to “have a go” with one of their mates. Any parent can discuss boarding arrangements further by making an appointment to see either the Head of Boarding or Senior Matron.

What a boarder needs to bring in

- ALL ITEMS MUST BE NAMED
- Duvet (in cover)
- Fitted single sheet
- *(Sleeping bags are an acceptable alternative.)*
- Pillow in pillow case
- Pyjamas or nightdress
- Dressing gown
- Sensible slippers
- Towel
- Wash bag - flannel, toothbrush, toothpaste, soap or shower gel, brush or comb (roll on deodorant for older pupils).
- Change of underwear
- Set of casual clothes
- Reading book

- Cuddly toy (not compulsory!)

Securing boarders' views

There are formal opportunities for boarders to contribute their views to the operation of the boarding provision. There is a school council, termly boarding meetings and there is a suggestions box.

Domestic Arrangements (medical, health, personal property)

The Senior Matron is responsible for the organisation of medical arrangements at Terra Nova. The School Doctor visits once a week and the Holmes Chapel Medical Centre are on call 24 hours a day. Three surgeries are held during the school day for routine dispensing of medication. Parents of Boarders must hand any medication in to Matron upon their child's arrival at school and must sign to confirm that the Matrons have received it.

Each pupil in the school must have an up to date Medical Form; the forms are available from the School Office. Boarders can be registered with the School Doctor if they are electing to stay for extended periods of time on a regular basis.

Showers are available to boarders at the end of each day and in the mornings. Boarders are encouraged to shower regularly.

Boarders may bring mobile telephones into school and these must be kept with the Matrons during the day and can be accessed after 18:30. They are NOT allowed in the dormitory areas and must be handed back in before a boarder goes upstairs to bed. Music devices (eg iPods) are allowed and parents are requested to check the suitability of the lyrics to the music. The school has a stock of PSP consuls, so children may NOT bring in hand held games or other electronic devices (eg iPads). Please do make sure that any valuable appliances are insured on your home policy. Children will be children and occasionally accidental breakages can and do happen. If a machine is particularly valuable please leave it at home.

The Role of the Members of Staff on Duty

Below is a guide to help boarding staff to carry out their duties. If there are any problems, then please go and see the Head of Boarding.

Duty staff must be aware of what is required of him or her before embarking on duties. Staff should be punctual for their duties. This guide is for boarding house duty and should be considered alongside the duty guide in the staff handbook.

Wake up is at 07:10 followed by Breakfast at 07:40. Staff are welcome to join breakfast on any day if they wish to do so.

On wake up duty the member of staff should assist the duty matron with the morning routine and ensure that dormitories are tidy before children go to breakfast. Breakfast

should be finished by 08:10 at the latest and the children dismissed to clean their teeth.

Evening duty begins at 19:30 and ends at 22:15 or when the house is settled for the night, in any case not before 22:15.

Members of Staff are expected to promote a friendly and caring family environment for boarders whilst maintaining good discipline. House duties are very much an active duty, particularly in the evening, with encouragement of the boarders to keep their dormitory areas tidy, put out their dirty laundry, to play games and to read quietly at quiet time. Members of Staff are also expected to support the Matron on duty, particularly when boarders are showering and changing for bed. The Head of Boarding should be informed of any problems that arise which may need action or further consideration.

The house environment should be considered by staff and children alike as separate from the day school. Sanctions should not carry over through to the boarding house as they would not carry over to the home of a day pupil. Removal of boarding privileges such as tuck should not be used as sanctions for the school day.

Wherever possible the privacy of pupils should be considered. A brief knock before entering dorms in the evening, particularly during shower and changing times is appreciated by boarders. When sitting on the landing it is possible to supervise boarders showering without seeming to watch, but being near enough to ensure safety and encourage personal hygiene.

Male members of staff should be accompanied by a female member of staff if visiting the girls landing and are not to be on the landing when girls are showering or changing.

Parents and visitors should not be in the boarding house when boarders are getting ready for bed as they will not have been suitably checked.

We strive to achieve a calm and happy atmosphere on the landings, where boarders can relax and enjoy their bed time, play board games with friends or watch TV.

Please censor any TV after 21:00. If unsure, ask Head of Boarding for guidance.

Many younger dorms enjoy a bedtime story read by the members of staff on duty. Please try to keep reasonably to bed times as if boarders are allowed to push the boundaries too often they get very tired. On special occasions (eg good films or football matches) a later bedtime is acceptable, but the members of staff on duty should stay on later until the landings are settled.

There is a House Diary in the desk on each landing; this should be filled in briefly before going off duty. Any sanctions given must be recorded in this diary, however, any information of a sensitive nature should be written up in the child's intervention record with a note for reference only in the diary. Please feel free to record any notes on the evening, positive as well as negative. The House Diary is checked and signed off weekly

by the Head of Boarding.

The Head of Boarding will monitor duty staff through regular visits on the landings and discussion throughout the term with Members of Staff and Matron Staff. Members of Staff should read the booklet "Parenting the Boarder" by Libby Purves. It provides sensible advice on a number of issues from the perspective of the Parent and The School and is issued to staff and the Parents of new boarders.

The Head of Boarding is available for help and support, as are the Senior Matron, the Headmaster's Wife, the Deputy Headmaster and the Headmaster.

The Role of the Matron

The Matrons on duty in the evening are primarily involved in the domestic arrangements of the pupils:

- Supervise showering
- Collect in any Laundry
- Open in Tuck Cupboard
- Administer any medication in Surgery
- Make the Fire Register
- Act as overnight medical cover

In-service training and professional development opportunities

The Boarding Schools Association publish a quarterly newsletter posted on the notice board in the Staff Room. They run excellent up-date courses for all boarding staff. Please see the Head of Boarding if you wish to go on a course. New Members of Staff follow an induction evening with the Head of Boarding before their first dormitory duty. The Head of Boarding and Senior Matron are available in a supporting role should any problems or queries arise. Regular meetings are held to discuss House issues. All boarding staff meet together at least once per term. Jacqui Wheeler is the designated Governor with responsibility for the welfare of the boarders and she meets regularly with the Head of Boarding and the Designated Senior Person. Close liaison is maintained with Cheshire East Social Services, ISI and OfSTED who regularly visit and advise on procedure.