

# Boarding Principles, Provision and Procedure

Written By	<b>Director of Boarding</b>
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## An Introduction to Boarding at Sherborne Preparatory School

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There will be:

- A holistic approach and recognition of the uniqueness of the individual.
- A climate fostered where there is mutual respect for all members of the boarding house.
- Communication of values to facilitate the development of spiritual, cultural, moral and social behaviour for all boarders.
- An environment provided which will enable them to work, play and relax in, free from abuse, intimidation, prejudice, teasing and bullying.
- Equal opportunity given to all, regardless of ethnicity, culture, gender or disability.
- Provision for specific religious, dietary, language or cultural needs
- An acknowledged right to individual privacy.
- Positive encouragement given to all pupils to reach their potential intellectual growth.
- Vital links with parents and /or guardians fostered to aid the development of the boarders in this school

At Sherborne Preparatory School we will aim to nurture:

- The physical needs
- A sense of security
- A sense of belonging
- The self-esteem
- The self-realisation of every boarder.

Simply, this means that there will be:

- An understanding and respect that we are all unique and individual.
- An environment provided which is safe, enjoyable, relaxing and free from bullying, teasing and intimidation.
- A communication of values to allow us to grow spiritually, culturally, morally and socially.
- Equal opportunity given to all, regardless of ethnicity, culture, gender or disability. We are all the same.
- A place for you to be on your own when you want to be.
- Positive encouragement given to us all so we can all continue to grow intellectually.
- Communication with your parents and/or guardians to make sure you are happy and safe.

## In Loco Parentis

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### Introduction

While the pupils are in the care of the school we have a duty of care towards them. All adults in the school have a responsibility towards the pupils and each adult will encounter the pupils in different ways. The Board of Governors and all teaching staff have a duty of care towards the boarding community. In particular the boarding staff support the boarders.

### Boarding Staff – September 2020

Director of Boarding & Housemaster:	Mr Daniel Chiappa-Patching
Day Matron:	Ms Ginny Shambarla
House Tutors:	Mr Jonathan Roberts (Senior House Tutor) Miss Sophie Gould (Resident House Tutor)
Matrons:	Mrs Lindsey Shardlow Mrs Sue Fisher
School Doctor:	Dr. Sally Dangerfield
GAP Assistants:	Miss Amelia Kelly-Slogrove Mr Matthew Longley Miss Lucy Knott

### Guardians

Guardians are required by all pupils whose parents are living abroad, (including children of Service families serving abroad). The Guardian should be resident in the UK.

The role of the Guardian is mainly to take charge of the child(ren) during Exeat weekends and half-terms and on occasions to assist with taking children to and from airports at the start and ends of terms. In the event of any emergency involving a child the Guardian should be the first point of contact. A Guardian should ideally take an interest in the life of the school and be able to support the child by coming to school plays, watch matches, etc when he or she is performing if possible.

In theory the parents should appoint a Guardian and give us the details when the child arrives at school. In reality this rarely happens for children coming from abroad. In the case of Service families a relative resident in the UK is usually nominated and indeed a school is often chosen for its proximity to a relative who will be the Guardian.

Many Guardianship agencies operate throughout the UK. We are not permitted to recommend any particular agency, but we are able to provide a list of agencies that have been checked and approved by the School.

Mrs Charlotte Carty (Admissions) and Ms Ginny Shambarla (Matron) have initial and continuous contact with Guardian agencies.

## Emergency Contacts for the Boarding House

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### **Director of Boarding**

Mr Daniel Chiappa-Patching

07745 378292 (Duty Mobile)

07947 963853 (Personal Mobile)

### **Resident House Tutor**

Miss Sophie Gould

07340 924144 (Personal Mobile)

### **Matrons**

Mrs Lindsey Shardlow

01935 810 923 (Sick Bay)

07715 335 049 (LS Personal Mobile)

Ms Ginny Shambarla

01935 810 923

07519 514 896 (Duty mobile)

If you are unable to contact any of the above, please try any of the other members of staff listed below. Any member of staff who is not available on their duty night must inform the Director of Boarding.

### **Nick Folland (Headmaster)**

01935 817099 (School)

### **Annie Gent (DSL)**

07534 377445

### **Barry McMaster – Bursar**

01935 812351 (Work)

07852 348837 (Personal Mobile)

## Management and Staffing

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### Boarding House Structure

Sherborne Prep runs a co-educational boarding environment. Whilst routines may vary slightly for boys and girls, the ethos and expectations pertinent to each gender are the same. This enables staff to ensure that there is continuity so that boundaries are clear to staff, parents and pupils.

Mr Daniel Chiappa-Patching	Director of Boarding
Miss Sophie Gould	Resident House Tutor
Ms Ginny Shambarla	Day Matron
Mrs Lindsey Shardlow	Matron

### GAP students

Gap students are resident in Netherton House and are expected in Acreman House on duty between 6:50am and 9:15pm except on their day off.

### Year 8 Responsibilities

Pupils in Year 8 are seen as leaders in the boarding houses. Some of them are prefects and they are charged with setting a good example through the school at all times.

There are also individuals who have particular duties and responsibilities in their dorms as well as Head Boarders who set a high standard and to lead by example. The Head Boarders are issued with a badge and a position description. They have regular meetings with the house staff to discuss ideas for boarding.

The Year 8 children have a rota of duties and responsibilities within the boarding house that aim to provide them with an understanding and appreciation of their environment and an ability to take pride in it.

### Head Boarders

Head boarders are appointed by the Head of Boarding after discussion with the boarding staff and the Headmaster. Although Head Boarders do not have to be prefects, it is expected that they will demonstrate, in their everyday lives, all the values that the school upholds (kindness, perseverance, awareness, generosity, honesty and independence) and they are likely to work closely with the prefect community.

**Reporting:** Head Boarders report to the Headmaster via the Director of Boarding.

Position Objectives:

- To be a leader by example, within the boarding houses.
- To demonstrate independence, responsibility and reliability.
- To report to the Housemaster and Housemistress on boarding matters as required.
- To monitor the welfare of other boarders.
- To assist in the organisation of boarding activities, excursions and events.

## KEY TASKS

To be a role model for other boarders.

To assist in the day to day running of the boarding houses.

To identify issues in the boarding house which require attention.

### Expectations:

- To wear the school uniform correctly and with pride.
- To provide advice and support to all boarders.
- To behave in an exemplary manner.
- To demonstrate good work habit.
- To be competent in self-management.
- To have good personal organisation skills.
- To be punctual and well-prepared for their responsibilities.
- To be able to carry out delegated tasks efficiently.
- To be aware of situations which may affect boarder welfare.
- To take the initiative when staff are not present.
- To act as a care-giver for other students who may need assistance.
- To become involved in regular and special school events.
- To look after visitors to the boarding houses.
- To assist in Boarders' Assembly organisation.
- To assist the boarding staff in the execution of boarding activities, events and excursions.
- To assist and direct parents who are attending boarding and school functions.
- To read in some formal services.

### Checklist of Responsibilities:

- To be a good role model for others in the school by manner, dress, overall appearance and attitude to others.
- To promote the correct values (kindness, perseverance, awareness, generosity, honesty and independence) and standards of behaviours.
- To help meet the needs of others by giving care and assistance to the boarders in the school.
- To assist with the dining room and after school routines.
- To assist with ushering in chapel and The Abbey.
- To show new boarding parents the school and, specifically, the boarding houses.
- To read in chapel, The Abbey or Boarders' Assembly and assemblies.
- Head Boarders should report problems to the nearest member of boarding staff, or to the Deputy Head as required. They are not required to intervene in arguments or fights. They are not to take matters in to their own hands and try to exert excess power of other pupils in the school.
- Through discussion with senior staff they will become acquainted with methods of caring for the other children, how to become aware of problems and how they should act in response.

## Induction Programme for New Boarders

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*Further detail is given within the **SPS Boarders' Induction and Support with Personal Problems** document.*

At the start of their first Term at Sherborne Prep all new boarding students follow an induction programme that is designed to help them quickly settle into boarding life. The main objectives are for all students to:

- become acquainted with all the Boarding Staff in their own house and where possible prior to start of Term, meet their Form Teacher
- if a foreign student, meet with the Head of EAL who will be largely responsible for their first few timetabled days in class
- meet other new students and some who are already at the school
- become familiar with their accommodation and the rest of the school campus
- conduct any administrative tasks (health forms / tickets / school fees / pocket money / tuck storage etc)
- have the opportunity to obtain any clothing and equipment not already purchased

The induction aims:

- To ensure that each new pupil has a named pupil to oversee his or her induction into the School.
- To enable each new pupil to seek advice and guidance from a named member of the pupil body.
- To ensure that no new pupil becomes isolated or disorientated in the first few weeks after joining the School.
- To oversee the integration of each new pupil into the School during the course of the year

### **Boarders' Handbook**

Before new children arrive at the school, they will have had access to the Boarders Handbook which aims to give some child friendly advice about what to expect. It is a valuable source of information as well for new parents to better understand what their child will be involved in.

### **Boarding Buddies**

All new pupils will be assigned Boarding Buddies and will have had communication with him/her before the start of their first day of school. Buddies are there to help new pupils settle in, and provide them with any practical information that assists in this, as he/she will usually have been at the school for at least a year, and will have the experience to help them deal with many of the problems or questions that may arise. If not, he/she will be able to introduce the pupils to somebody who can.

## Role of Buddies

To make contact with the new pupil at the start of Term - prior to arrival where possible - and to familiarise the new pupil with the structure of the boarding day, the school day and key locations. To stay in touch with the new pupil over the first week on a regular basis and observe their whereabouts to ensure:

- they are not isolated in the Boarding House, or classroom
- they are in contact with other pupils in their own year group
- they seem reasonably well organised and happy they can ask questions of their mentor where helpful

To maintain some contact through the first term and the rest of the year if necessary to ensure:

- the successful social integration of the new pupil
- the new pupil can turn to the mentor if difficulties arise
- any bullying of the new pupil does not go undetected
- any inappropriate behaviour by the new pupil is noticed and advice given

Integration of Foreign Students and Provision for pupils with particular religious, dietary, language or cultural needs

***See also The SPS Particulars of the Educational and Welfare Provision for Pupils with whom English is an Additional Language***

We currently, and historically, have pupils from China, Hong Kong, Spain, Italy and Russia. Each cultural background brings varying expectations, needs and differences. All are to be considered through a variety of differentiation methods. In general, all Boarding Staff and the wider school community, need to be aware of the following:

- Integration is a complex subject involving psychological, sociological and cultural issues of identity for growing adolescents.
- Integration is desirable, for broad educational reasons.
- Integration must be actively managed, with involvement from all sides.
- Integration must occur with awareness, sensitivity and kindness.

Sherborne Prep does not operate in a vacuum from wider society and the school reflects the range of differences that exist within that society. Such differences can be part of the creative potential of school and care environments to provide a range of experiences, exchanges and learning for all concerned. To enable this to happen, a culture and ethos has been developed to celebrate and embrace difference.

At Sherborne Prep we strive to provide equality of opportunity for **all** children.

Sherborne Prep will actively:

- promote racial equality and good race relations
- promote equality of opportunity and access
- oppose all forms of prejudice and negative discrimination
- Provide opportunities for worship where possible

We will do this by ensuring that we:

- provide for any specific religious, dietary, language or cultural needs
- recognise any cultural or religious dress requirements
- provide information in different languages where necessary
- use interpreters as required
- provide any necessary hair and/or skin products
- provide for any dietary needs on a day to day basis
- celebrate religious festivals when appropriate
- recognise and value the customs and beliefs of all minority ethnic and religious group
- deliver a broad and balanced curriculum, and extra-curricular activities

Sherborne Prep will work in partnership with all parents and guardians to ensure that the needs of children/young people are met. A key aspect of this work will be to ensure that parents or guardians feel that their religious, dietary, language and cultural needs are recognised and valued at the school. All reasonable provision will be made for pupils with particular religious, dietary, language or cultural needs by the Director of Boarding.



## Boarding House Routines

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### Overview

Boarding time starts after enrichment (6:00pm) and continues until breakfast has finished on the next day and the children go to form time (8:15am).

### The Boarders' Day

#### Monday-Friday

##### Morning

6:50am Wake up

7:15am Room tidy and dismissed for Breakfast

7:45am Breakfast finishes, notices are given and children are dismissed to brush their teeth, prepare for school and check in with Matron.

8:15am Form time begins

##### Evenings

4:20pm Lessons end and Form Time begins. This is dedicated Prep time.

5:00pm Form Time ends and boarders go to designated Enrichment areas.

6:00pm Enrichment ends and boarders are dismissed to the boarding house.

6:05pm Home Clothes & Dinner. Registration occurs.

6:45pm Music Practice/Evening Activities/Free Time

7:30pm Boarders to the Boarding House for registration/shower/snack.

Year	Shower	Snack	Rooms	Lights
3/4/5	7.30	7.45	8:15	8:30
6	7.45	8:00	8:30	8:45
7	7:45	8.15	8:45	9:00
8	7:45	8.15	9:00	9:15

### Weekend Routines

#### Saturdays

7:30am Wake up

8:00am Breakfast

9:10am Activities Session 1

10:10am Session 2

11:10am Break

11:30am Session 3

12:30pm Lunch - Boarders/Teams Registration

1:00pm Matches

### **Saturday afternoons**

After lunch children are either in a match or they have free time. The Duty Matron and member of the SMT are on duty for the afternoon. Those children who are free can change into their home clothes and may support any home games. There is provision for a supervised trip to town for shopping.

5:30pm Tea

6:00pm Mass (if applicable)

6:30pm Outside/Library/Art/Sports Hall

7:30pm Movie Night

9:15pm Den building and Lights out

Children often ask to stay in another dormitory on a Saturday night and this is allowed if their behaviour has been good. We also encourage den building on these nights. Junior bedtimes are fairly flexible on a Saturday.

### **Sundays**

Sundays are deemed a home day and different as the times vary according to the activities of the day. Usually the following happens:

9:00am Breakfast

10:30am Offsite activity

12:30pm Lunch (If on site. Packed lunch/Picnic if out).

4:30pm Return from activities and Free Time

5:30pm Dinner

7:30pm Evening routine, quiet time and early nights

### **Supervision of Boarders**

All pupils are expected to return to the boarding house for registration by 7:45pm unless there is a supervised activity. Boarding Staff carry out regular patrols of the school until 10:00pm.

### **Registration**

We take a Class Register of pupils at the start of the morning and afternoon sessions. For boarding, we make sure that we know the whereabouts of all boarding pupils at all times by operating a signing in and signing out system when boarders leave the school, and by registering attendance at:

Mon/Tue/Thu/Fri:

- 7:15am (Breakfast)
- 5:00pm (Enrichment)
- 6:00pm (Dinner)
- 8:00pm (Boarding House)

Wed:

- 7:15am (Breakfast)
- 4:20pm (Matron/Library)
- 6:00pm (Dinner)
- 8:00pm (Boarding House)

Sat:

- 7:45am (Breakfast)
- 12:30pm (Lunch)
- 5:30pm (Dinner)
- 8:00pm (Boarding House)

Sun:

- 9:00am (Breakfast)
- 12:30pm (Lunch)
- 5:30pm (Dinner)
- 7:45pm (Boarding House)
- Varying times (at least twice daily) on weekends, depending on activities.

We operate identical registration procedures to day schools; but, in addition, we will only release a child at the end of his or her session into the care of a parent or other individual whose name has been notified to us in writing in advance.

#### **Supervision of Boarders during Educational Visits.**

- There is an appropriate ratio of Staff: Pupils at all times
- Drivers of School mini-buses are fully qualified
- Risk assessments are carried out prior to any off-site trip involving travel by mini-bus or hired coach and / or physical activity
- Risk Assessment details from all commercial operators are seen prior to any such activity taking place
- Medical records and registration forms are carried at all times
- First Aid kits and mobile phones are carried by Staff

#### **Unsupervised Access by Boarders**

Boarders are not allowed to use gymnastic, athletic or climbing equipment without supervision and are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories or the design technology room, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Boarders do not have access to the Grounds, Maintenance and Catering areas of the school.

## Boarding House regulations, rewards & sanctions

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### Boarding House Rules

The boarding houses do not have their own specific list of rules. Children are expected to behave according to the school rules and in particular to show respect to one another. Emphasis is on the School Dragon Values within boarding time, but also a focus on Respect, Routine and Responsibility. There is a significant attempt to differentiate between behaviour at school and behaviour in the boarding environment, though on occasion there may be some overlap, which will be monitored by the form teacher, Headmaster and Housemaster. **See also the SPS School Aims, Ethos and Mission Statement.**

### Boarding Merits

For meritorious behaviour, Boarding Merits are awarded by the Duty Staff member and are tallied nightly. For every 5 Boarding Merits there is a small reward and a more significant prize is awarded to the boarder and flexi-boarder who have collected the most throughout the half-term. In situations where a child is not able to demonstrate the required standard of behaviour, the Housemaster or duty staff member can revoke privileges (such as tuck/TV time) or award strikes, which are tallied throughout the evening.

### Strikes

Strikes can be awarded for low level disruption or tardiness. 3 strikes culminate in an early night for the child in question, beginning at 7:30pm with showers. Strikes are tallied centrally on the whiteboard outside matron's office and do not carry over from night to night.

### Boarding Contract

In more significant cases of misbehaviour, the Housemaster can use a Boarding Contract. The Boarding Contract is for use in exceptional circumstances and aims to provide a framework for the child to review their behaviour daily. It is normally carried out in cooperation with the child's parents.

Punishments are recorded in the handover book, as well as on the school electronic network (iSAMS). More serious offences are recorded by the Deputy Head.

## House Organisation

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### Dorms

The boys and girls have separate areas within the boarding house, each secured by key card access and alarmed between the hours of 11:00pm and 06:00am. The areas are locked throughout the day and access is limited.

### Valuables

Valuables are kept with matron. Parents are advised that expensive personal items should not be brought into school. Passports and Visas are held by the School Office.

### Record Keeping: Timesheets, House Bank, House Funds etc.

Records are kept in one of four places:

- Matron keeps the boarders' individual medical files in Sick Bay as well as all medicine charts, and general records.
- Acreman Daily Checklists (overnight & security checklists) are kept outside the Matron's Office.
- Files on all children are kept in the School Office and on iSAMS
- A written record is kept of all pocket monies in both houses and boarders sign to show that they have received the money each time. This is controlled by Matron.

### Tidying/Cleaning/Maintenance

The boarders are responsible for their own tidiness. Each morning the dormitories are inspected before breakfast by the Housemaster/Day Matron. In the evenings the children are responsible for ensuring that the Common Room and snack areas are tidy. There is also a Year 8 duty roster to supervise this. The Bursary arrange and coordinate the daily cleaning of the boarding house. Maintenance staff are available and in case of any emergency work needed are contacted via email/telephone.

### Laundry

Each child is responsible for ensuring that their dorm laundry basket is taken to the Laundry Room each evening. The Day Matron ensures that the laundry is started first thing in the morning and continued until completed.

Nocturnal enuresis is taken seriously at Sherborne Prep School. There is a question relating to it on the medical questionnaire which is completed by all parents prior to entry. Each child is treated as an individual and any current treatment will be carried on by the boarding staff. Dignity will be maintained at all time and discreet bed changing will be performed. Special mattress covers are available, and all bedding and night clothes will be laundered as soon as is possible.

### Medical Support

There is a Matron on duty in the Medical Centre from 6:30am to 7:30pm daily who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. First aid boxes are in all potentially high risk areas, as well as in the School Office, and taken with Boarders on any off-site activities.

Overnight support is provided by the Housemaster and the Resident House Tutor and children are aware of how to contact them in an emergency.

### **Television and Radio**

The Common Room has a television and DVD player. Films may be watched on a Saturday night and at times selected by the Housemaster. The DVDs are kept in the Common Room. The age limits on the videos are always adhered to and this is clearly understood by the boarders.

Radios/MP3s/iPods etc may be brought into school if the boarders wish but they are asked to check with the Housemaster first. House quiet times are to be respected.

### **Newspapers and magazines**

A newspaper is put in the library each day for the children to read. There are also magazine subscriptions within the library, which is accessible throughout boarding time.

### **I-Pods/MP3s**

Boarders are allowed to listen to their own music in recreation time. However, as many phones are now used as music devices, 'screen time' is closely monitored and if a child is deemed to be spending too long 'choosing music' then use may be restricted.

### **Food and Drink**

All meals are taken in the school dining hall unless offsite for a match or an activity. Children have a choice of sandwiches for their packed lunches and any medical or religious dietary requirements are provided for by the catering department.

There is provision of a penny tuck shop on Wednesday evenings and tuck is able to be purchased on a Saturday afternoon in town.

Snack (toast and milk) is provided from 7:30pm to 8:30pm on a weeknight.

Drinking fountains are available throughout the school and water not meant for drinking is clearly labelled.

If a child celebrates a birthday, the House Tutor will supervise the sharing of any cake brought into school. If required, the boarding staff will purchase a cake on behalf of parents, the cost of which will be added to the school bill.

There should be no food kept or consumed in the dorms.

### **Uniform, Kit and Equipment**

Uniform Details can be found in the Parents Handbook which is located on the website at

<http://www.sherborneprep.org/admissions/parents-handbook>

Boarders can obtain uniform and necessary personal and stationary items through Matron who keeps record of all requests and purchases. The balance is added to the school bill at the end of the term.

**Evacuation Drills (Fire and Civil Emergency)**

The Director of Boarding ensures that fire drills are carried out each term. Normally, a walk through is done on one of the first nights of term so that all new pupils are aware of what to do. The alarm is then set off early morning before the children are awake (6.30am) or during free time at the weekend (without the children being told) in order to test their conduct.

A roll call is then taken by the duty member of staff (normally the Housemaster or Resident House Tutor) in the official muster area.

All gather on the Upper Netball Court.

Evacuation instructions for the children are clearly displayed in each dormitory and on house notice boards. **See *The SPS Fire and Fire Prevention Policy*.**

**Lockdown**

Sherborne Prep maintains a robust and practical Lockdown policy in the event of an incident. **See *The SPS Lockdown/Serious Incident Protocol*.**

## Communications

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### Overview

The school works hard to ensure that it builds and keeps as close a relationship with parents as possible as this helps to provide the best environment as possible for the children.

### Newsletters/Website

The Director of Boarding writes to all parents and guardians on a regular basis. The purpose of these emails is to inform the parents of events and it is also an opportunity to restate any rules.

The Headmaster writes a regular blog that is sent electronically to all parents.

The school website is a rich source of reference for parents. Weekend activities are highlighted the Monday following.

### Reports

All teachers write reports in the Michaelmas and Trinity terms, mid-assessments occur termly, parents' evening fall mainly in the Lent Term, and every boarder receives a Boarding Report from the Housemaster.

### Phones & Internet Enabled Devices

Boarders are allowed to use phones and Internet Enabled Devices in the evening between 6:45pm & 8:30pm to contact home. If this privilege is abused, then use will be restricted as deemed fit by the Housemaster. Wi-Fi access is firewalled and monitored. Data connections must be switched off during school time. Normal calls must be finished by 8:30pm. However, if a child desperately needs to talk to a parent, exceptions can be made.

On Saturdays access is available from 3:00pm until 7:30pm and on Sundays between 10:30pm and 7:30pm. Use of these devices is closely monitored both physically and electronically and the emphasis placed on education in their use rather than limitations of their use. ***See The SPS Social Media Policy and The SPS Internet and Acceptable Use Policy.***

### E-Mail & Mail

Boarders have access to the School ICT room for use of email and video calling.

Each child has a school email address and this is provided by the Head of IT.

The Director of Boarding has a work email address which is dp@sherborneprep.org. This is used by many parents.

All parents are able to send mail to their children and it is handed out by Matron.



## The Extra-Curricular Dimension

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### Overview and Philosophy

Extra-Curricular activities are a recognised part of the curriculum at Sherborne Prep. Most take place on Saturday morning, in addition to after lunch and after school during the week.

Recreational Activities should be seen as a supplement to Sport, Music and Drama at Prep; both complimenting some sports by reinforcing the tenets of teamwork, co-ordination and the development of various motor skills and providing an alternative for those pupils for whom sport can be especially challenging.

They should provide an opportunity for pupils to build up their self-esteem and allow their peers to recognise the talents of pupils in areas other than Music, Sport and Drama. Above all there should be a strong factor for enjoyment.

### Trips and Outings

Each term the Housemaster organises the trips for Sundays. Each child informs the boarding staff by the Thursday before each trip if they intend to be in school for the weekend. The boarding staff work very hard in order to be as flexible as possible although warning is often needed as tickets have to be bought.

### Recreational Activities

Most evenings an activity, including indoor and outdoor games, is organised by the house staff. All boarders are expected to be present between 6:45pm and 7:30pm. Some children have music practice during this time and are monitored by a GAP student. There is also time in the week set aside for 'Free Time' and this allows the children to begin organising themselves and their own time.

### Enrichment

Boarders have full access to a wide variety of Enrichment activities both at lunchtime and after Form Time. It is expected that at least 1 Enrichment activity a week will allow for some extra Prep time.

### Extra Demands

Some of our students have external extra-curricular demands on their times. Provision is made in these instances for late meals, extra prep time and extra free time. We work closely with the parents to monitor the stresses on our childrens' time.

## The Academic Programme

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### Overview

It must be remembered that some boarders can be at a disadvantage because they cannot go home to their parents and receive help with their work. For this reason, boarding staff must be aware of when boarders need help and extra time in the Computer Room, for example, to complete ICT based work. Availability of this is made each evening at notices.

### Monitoring Student Work

The responsibility for monitoring pupils' work, in the first instance, belongs to the subject teacher who should be following both the respective subject scheme, school marking policy and presentation code. In the event of a breakdown in this process, it falls to the form teacher to ensure that proper practice is being observed. Any concerns should then be addressed to either the Director of Studies or Headmaster.

The form teacher is responsible for monitoring the overall workload of children and the on-going assessment of their progress. Reporting to, and communicating with parents (or – as necessary the Housemaster) about matters of general academic concern, is the prime responsibility of the form teacher.

### Academic Support for Boarders

Form Time is a time when children do their individual work. Staff are asked to ensure that the boarders are given help as it is needed. Some boarders have been highlighted by the Special Needs Department to receive extra help and boarding staff will accommodate such needs after Tea, as necessary. Equally, each boarder is expected to dedicate one Enrichment a week to extra prep.

### Assessment and Examinations

The teacher carries out assessments twice each term. The Director of Studies decides upon the dates for these and they are published on the School Calendar.

Similarly, the School has internal examinations. For most year groups these examinations take place at the end of the academic year. Pupils in year 8 have two sets of examinations.

## Travel

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### **Holiday Travel**

Travel is coordinated by the Day Matron.

All parents are required to complete a travel form for each break. It is a parent or guardian's responsibility to organise to and from school and provide the school with details.

### **Exeats and Half Terms**

Every quarter term there is a closed weekend where children will travel home, or go to a host family (arranged by parents or guardians). The school is closed from 5:00pm on the Friday until 7:00pm on the following Sunday. Returns are made between 7:00pm and 7:30pm on the Sunday. There is a snack trolley, but parents/guardians are expected to have provided a meal before returning the children.

Every half term there is a longer break which allows overseas children the opportunity to travel home. This break begins at 5:00pm on the Friday and usually runs for a full week, ending on the Sunday at 6:00pm. Returns are made between 6:00pm and 6:30pm. A light meal is provided on these occasions.

### **Luggage**

All luggage is stored in school during term time. During the summer holidays all luggage and home clothes are expected to be removed from the school premises. In specific circumstances, sports equipment and school uniform can be stored at school for returning pupils.

## Student Health and Welfare

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*This section should be read in conjunction with The SPS First Aid and Medical Policy 2018- Annex C which gives extended details on:*

The school has and implements appropriate policies for the care of boarders who are unwell.

### **Sick Bay**

The school has a dedicated Sick Bay which includes two beds and a consultation/isolation room with one bed.

### **Emergency Care**

Ratios and Staffing Rotas allow for a First Aid trained staff member on site 24/7. There is also The Yeatman Minor Injuries Unit at the top of Acreman Street and Yeovil Hospital 10 minutes away in case of Emergency.

### **Referrals**

The Medical Centre can refer pupils for routine (ie non-emergency) dental, orthodontic, optometric or other specialist services.

### **The Storage of Medicines**

Medicines are securely stored in Sick Bay. Keys are kept in a pin-coded safe.

### **Gillick Competency**

We are aware of the need to consider Gillick Competency.

### **Counselling Service**

The school has a system whereby any child who wishes to talk to an independent adult can do so.

### **The school doctor**

The nominated Medical Officer is provided by Newlands surgery.

### **Procedures for doctor visits**

The doctor visits the school each week.

### **Prescribed Medicines**

All medicine that is brought into school must be handed to the matron and recorded on the Medicine Chart. The matron will then oversee the administration of the medicine.

### **Non-prescribed/Over the Counter Medicines (OCMs)**

Homely remedies, including OCMs such as painkillers, can be provided by matrons and senior boarding staff. The procedure is detailed at Appendix 1.

### **Record keeping**

All minor cuts and injuries (along with non-prescribed medicine) are recorded in the Medication Book in Sick Bay and then onto ISAMs.

### **Treatment of Conditions**

The Matrons will ensure that the Housemaster and Boarding Staff are made aware of the identity of pupils in the house with medical conditions.

### **Action in the Event of Infectious Disease**

Where a common infectious ailment such as chicken pox is identified or where concern persists without identification of the infection, the parents and/or guardians will be contacted by telephone

### **Immunisation**

The school adheres to strict guidelines set down by the school doctor and Dorset Health Nurses.

### **Dental & Optometric care**

The school does not make appointments for dental or optometric care unless it is an emergency. It is the responsibility of the child's parents or guardian to do this.

### **Staff Support**

All members of staff who routinely deal with pupils are made aware of those pupils who have potentially life-threatening conditions and this information is also available on iSAMS.

### **Action in the Event of Sickness during non-School Hours (7:30pm – 7:45am).**

In the event if a child becoming sick during the night a member of the boarding staff will attend to them where necessary; parents or guardians will be contacted if it is felt necessary or is possible.

## **Drugs, Alcohol and Tobacco**

### **Pupils**

The School stance on the use of drugs, alcohol and tobacco by pupils is clear and categorical, i.e., any substance abuse is prohibited on the grounds that it is both illegal and harmful. Any pupil caught bringing any illegal substance into the School or consuming/smoking/ingesting the same will be disciplined accordingly. The age of the pupils at the School means that any abuse needs to be dealt with firmly but sensitively with the desired outcome being to ensure that the abuse is stopped immediately and that the rights of other children and the rules of the school are respected and adhered to. With drug taking in particular, it is likely that the pupil would be suspended immediately; however such issues as supply, motive and use would be considered. The School educates its pupils to the danger of alcohol, tobacco and drugs through both its science and its PSHE programmes. The School recognizes its obligations to pupils caught transgressing to re-educate them in the dangers of their behaviour.

### **Staff**

The School has banned smoking from inside any school building and from in sight of pupils. The School stance on alcohol is that staff working with children should not consume alcohol during the working day except with the express prior permission of the Head (special lunches etc). In all cases, intake would be expected to be moderate and non-detectable by smell or behaviour. Any staff member driving pupils, whether in a car or minibus, must not consume any alcohol on the day of driving or be in anyway affected by any previous consumption of alcohol. Any illegal drug use by staff would be considered under the clause of gross professional misconduct.

### **Adults**

Any visitors to the School, whether parents or adults visiting the site are expected to comply with the above regulations.

## Child Abuse

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**See The SPS Child Protection Policy for more detailed information.**

All adults in the school have an individual responsibility to safeguard and promote the welfare of children by taking appropriate action. This includes taking action where there are child protection concerns.

Governing bodies are accountable for ensuring their school has an effective child protection policy which should be reviewed annually and available publicly, such as on the school website. The statutory safeguarding guidance for schools: 'Keeping Children Safe in Education' 2018, states that all schools and colleges should have 'a senior board level (or equivalent) lead to take leadership responsibility' for safeguarding.

The person on the Senior Leadership Team who takes leadership responsibility for safeguarding in this school is: **Annie Gent**

The nominated person on the local governing body, working closely with school staff, is: **Sarah Edwards**

### **Designated Safeguarding Lead**

This school has a Designated Safeguarding Lead (DSL). This is the person who takes lead responsibility for safeguarding. Any concerns about children should be discussed with/reported to the DSL who will decide what action to take including referring to Children's Social Care or Police as appropriate. More information about the DSL role can be found in Annex B of Keeping Children Safe in Education 2018.

The Designated Safeguarding Lead in this school is: **Annie Gent**

### **Deputy Safeguarding Lead**

The Deputy Safeguarding Leads are **Andrew Treavett, Alastair Poulain, Becky Horlock (EYFS) & Heidi Berry (EYFS)**

## Further Policies

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### Health and Safety

All staff have Health and Safety responsibilities. Many have specific appointments with greater responsibility. During induction staff will be directed to read the policy. They are responsible for being familiar with the policy, its content, and any specified responsibilities/tasks. Specific responsibilities and tasks are detailed in the full Health and Safety Policy. **See The SPS Health and Safety Policy.**

### Risk Assessments

Risk assessments are carried out for all boarding activities, outings and for the boarding house in general. Copies are held by the bursar. **See The SPS Risk Assessments Policy.**

### Complaints procedure

Parents and pupils are encouraged to use our complaints procedure (which is published on our website) if they feel that their concerns about bullying (or anything else) are not being addressed properly. **See The SPS Pupil Complaints Policy and the SPS Parental Complaints Policy.**

### Pupil contact policy

**Further detail can be found within The SPS Use Of Reasonable Force To Control, Intervene Or Restrain Policy**

The school has in place a policy to enable to use of reasonable force to restrain a child when deemed that said child could cause harm to themselves or others.

### Search Policy

Sherborne Prep School is committed to safeguarding and promoting the welfare of the members of its community. Accordingly, there may be occasions when it becomes necessary to search the person, the belongings or the room of a pupil. **See The SPS Search Protocol and Policy.**

### Bullying

Sherborne Prep School is committed to providing its pupils with a caring and homely environment within which individuality can flourish, allowing them, without hindrance, to live their lives to the full in as many spheres as possible. **See The SPS Anti-Bullying Policy.**

### Equal Opportunities

It is the intention of the boarding staff that the boarding environment should, as far as possible, have a homely atmosphere. It is important that the individuals are able to have an element of choice as they would at home. Every child is different and it is the school's responsibility to reflect this in the structure of the boarding environment. Children are encouraged to respect each other's differences, care for each other and to develop a sense of rich community. **See The SPS Equal Opportunities Policy.**

**Boarding Access & Accommodation Policy**

All members of the boarding household must have read and understood the above named policy and signed the attached declaration. ***See The SPS Boarding Access & Accommodation Policy.***

**Staff Training & professional development**

***Further detail can be found within The SPS Staff Induction, Training and Professional Development Policy.***

Boarding staff have access to qualifications and further training including Child Protection, Fire safety and first aid. Other boarding courses & CPD are available to staff through discussion with the Deputy Head.

**Resources (BSA Newsletters, articles and books)**

The Director of Boarding keeps Newsletters from the Boarding Schools' Association as well as a selection of books. Copies of all relevant BSA publications are given to Matron for her team.