

BOARDING

GUIDELINES FOR RESIDENTIAL STAFF

Policy Owner – Headmaster

This policy must be read in conjunction with the *National Minimum Standards for Boarding Schools*; the “Boarding at Cophorne” booklets; all Safeguarding policies; the Staff Behaviour & Conduct policy and the Health and Safety policy.

1 Introduction

Boarding (full, weekly and overnight) are popular options for many of our pupils, and it should be our aim to make sure that the boarders enjoy their boarding experience at Cophorne – it may be that they will need to board at their senior school, and their experience of boarding here will hopefully give them a good feel for what they can expect later.

Parents leave their children in our care, confident that they will be looked after well, and that the resident staff will protect their interests and welfare. Boarding is run on the principle that it should be as much like a child’s home as possible, where good sense, good humour and mutual support abound. The children will be able to do their homework under supervision, and they will be able to make use of the school facilities for evening activities. It is imperative that the children can feel secure in their surroundings, that they can work quietly, that they can relax and play together, so that their friendships may be enhanced by the opportunities available to them. All residential staff are committed to undertaking boarding duties in the evenings and at weekends.

2 Routine & Duty

Full boarders live at school for seven nights each week apart from half terms and exeats. Weekly boarders stay from Monday to Thursday nights, whilst casual boarders can come in for the odd night or for a regular night or more each week.

The routine for the boarders is contained within the ‘Boarding at Cophorne’ booklet that should be read in conjunction with this policy.

The major part of boarding duty takes place in the evening and at weekends.

- Duty commences from tea, 5:20pm and continues overnight including breakfast at 7:30am the following morning.
- You will have the assistance of gap students whom you may use at your own discretion in supervising pupils under your care – but duty staff have overall responsibility.
- Duty staff usually arrange some sort of evening activity to entertain the boarders, using school facilities as appropriate.

- At 8:00pm boarders meet in the Dining Room for supper, with the duty members of staff and Gap Students before retiring upstairs.
- The member of staff on duty should check that the building is secure before going upstairs for boarding duties.
- Staff assist with showering, laundry collection, bed making/changing and tidying routines.
- Boarders may then watch television in the Boarders' Sitting Room with permission, or may stay in their dormitories.
- They may use the phone in matron's room, or duty phone with staff permission.
- Bed time ranges from 8:30 for juniors to 9:00 for seniors.
- Duty staff check that boarders' register is filled in.
- Duty staff check that all is quiet at regular intervals until 10:00pm.
- Duty staff at the weekends are responsible for organising trips/visits etc. so that the boarders receive an interesting and exciting variety of trips and activities to enhance their boarding experience.

3 Boarder's Behaviour Policy

3.1 Introduction

At Cophthorne we appreciate that boarding is more than a simple extension of the school day and do not therefore consider that everyday school sanctions should apply upstairs, so for full time boarders minutes off and detentions are not generally given for misdemeanours. However, casual boarders may well be sanctioned in accordance the school policies and expulsion and exclusion policy does still apply.

A daily diary is kept recording minor incidents, evening activities etc, and an incident book is kept for more confidential matters.

3.2 Sanctions for 'Boarders' include:

- Withdrawal of privileges:
 - loss of access to the Sports Hall, Boarders Sitting Room or Boarders' Activities, withdrawal of tuck
- Loss of 'free time'
 - early to bed
 - early lights out

3.3 Expectations of Boarders

Boarders are expected and encouraged to:

- Adhere to the routine and carry out instructions and duties given to them by members of staff.
- Treat each other with due courtesy and respect at all times.

- Consider the right of others (both boarders and resident members of staff) to privacy and quiet.
- Respect the property of others and that of the school.
- Keep the boarding areas as tidy as possible.

Boarding is seen as a privilege and a pupil whose behaviour falls consistently below the expectations outlined above will first be given a warning (with an accompanying letter home) and thereafter excluded from boarding for a period of time at the Headmaster's discretion.

4 Summary

Our aim is that boarding at Cophorne should be fun, in an environment as close to that of home as possible. Our emphasis is placed on ensuring that every individual in our small boarding community is able to enjoy their right to a happy experience of boarding to the full at all times.

5 Related Policies

The following policies should be read in conjunction with this policy:

- The "Boarding at Cophorne" booklets
- The National Minimum Standards for Boarding
- All Safeguarding policies
- Staff Behaviour & Conduct
- Health and Safety

REVIEWED: Summer 2018

NEXT REVIEW: Summer 2021