



# Framlingham

COLLEGE

*Prep School*

RESPONSIBILITY	DEPUTY HEAD PASTORAL
DATE REVIEWED	FEBRUARY 2020

## BOARDING POLICY DOCUMENT

### (PRINCIPLES AND PRACTICE)

#### 1) General Statement of Intent

Boarding at Framlingham College Prep School intends to provide a secure, happy environment for all the children in its care. We believe that boarding can be a beneficial developmental experience in its own right due to the opportunities it offers for living as part of a community and the development of the individual. We are committed to providing the children in our care with new experiences, opportunities of responsibility and a high level of individual contact so that they can grow in maturity, confidence and trust within a happy environment.

The boarding experience at Framlingham College Prep School aims to meet and develop the academic cultural, spiritual and physical needs and talents of each individual within a community which places the highest possible value on mutual respect and tolerance. More specifically we aim to foster harmonious relationships and trust between all members of the school so that bullying, harassment and discrimination have no place in the school.

#### 2) Structure of the Boarding House

The boarders are accommodated on two floors within the main school building. The boys' accommodation is on the upper floor and the girls' on the first floor. The boarding house is divided into bedrooms for particular age groups. The boarders may use their bedrooms for quiet relaxation during their supervised free time and they are encouraged to personalise their bed space. Out of formal school hours boarders use their rooms to change into their own clothes. The common room is a whole communal space, creating opportunities for boys and girls to mix socially until 8.30pm.

The boarding house has a resident member staff living in accommodation attached to each floor, both of which can be easily reached by both the boys and the girls. There are also resident gap students on the girls' floor.

### 3) Roles of the Boarding Staff

Structure of the Boarding Staff:

The Head of the Prep School

Deputy Head Pastoral

Head of Boarding

Resident Tutor

Non-Resident Tutors

Matron

Gap Students

(Teaching staff are also involved in pastoral duties on a rota basis)

#### **Head of Boarding**

The Head of Boarding is responsible for ensuring and maintaining a high standard of care for both the boys and girls and reports directly to the Deputy Head Pastoral. He/she leads the team and should chair regular meetings which are attended by core staff working in boarding. The Deputy Head Pastoral represents the boarding community on the Senior Leadership Team. The Head of Boarding is also responsible for preparing and evaluating the Self-Assessment and Boarding Development Plan in conjunction with the Deputy Head Pastoral. He/she coordinates a programme of activities for evenings and weekends, as well as controlling the budget. He/she is responsible for managing the staff within boarding, providing support and continued professional development. He/she is a member of the Welfare (Early Help) team which meets weekly, and of the Senior Leadership Team, which meets at least twice termly.

The Head of Boarding is responsible for the quality of boarding life at Framlingham College Prep School (FCPS). The Head of Boarding has responsibility for the children in his care under the auspices of 'In Loco Parentis' and should aim to cultivate an atmosphere of trust, respect, confidence and conviviality. He/she is the immediate contact for the parents of his charges and has a responsibility to monitor the children's academic and pastoral progress. He/she writes each child's end of term boarding report, which is based on the boarder's social and personal progress within boarding and should not make comment on academic issues. In all areas close liaison is maintained with the child's Form Tutor.

In addition to the above the Head of Boarding:

- is on duty two nights a week and one weekend in three
- is responsible for the supervision of the children
- is supported by other pastoral staff.
- may exercise his/her own sanctions to maintain discipline within boarding and work with the Deputy Head Pastoral on wider matters of behaviour.
- work closely with the medical staff to ensure the good health of the children in his care.
- with office staff, oversee transport arrangements for the children travelling to and from parents or guardians.
- offer an array of 'in loco parentis' provision.
- manage staff within the boarding house on pastoral issues and liaise with the Deputy Head Pastoral and Head when necessary.
- is responsible for ensuring a resident member of staff is on site to take over from a boarding duty.

## **Resident Tutor**

The Resident Tutor carries out the same number of duties as the Head of Boarding and is responsible for the children in the Head of Boarding's absence. He/she is considered as core staff within boarding and as such plays a vital role. He/she should take a close interest in the wellbeing of all boarders. He/she should make every effort to participate fully within the boarding community. A fuller description of the role is identified in the specific job description.

## **Non-Resident Tutors**

Non-Resident Tutors do two evening duties per week and one-two morning duties, and they are responsible for the children in the Head of Boarding's and Resident Tutors' absence. They are considered as core staff within boarding and as such play a vital role. They should take a close interest in the well-being of all boarders. They should make every effort to participate fully within the boarding community. A fuller description of their role is identified in their specific job description.

## **Matron**

The Matron carries out normal matron duties during the day and is responsible for supporting the Head of Boarding with managing the everyday running of the boarding house.

## **4) Boarding Meetings**

Boarding meetings are held on a regular basis and are chaired by the Head of Boarding. An agenda is published in advance and the meetings are attended by all boarding staff and any other member of staff who wishes to attend. Any boarder who gives cause for concern can also be discussed at the full common room meeting, held weekly, in order that all staff can be made aware of any problems. Minutes of boarding meetings are distributed to all boarding staff via a weekly bulletin. This is also uploaded onto Firefly and the Deputy Head Pastoral is also included in the email.

## **5) Boarding Duties**

The Head of Boarding, Resident Tutor and Non-Resident tutors are tutors to the children in their care. They should aim to see each child regularly, to discuss how they are getting on in all areas of school life and to help them improve on any areas of weakness or concern.

A typical day's duty may consist of the following elements:

- **Mornings**  
Boarding staff wake up the children at 7.15am from Monday to Friday and at 7.40am on Saturday. The member of staff on duty wakes the children at 9.00am on a Sunday, or earlier if an early start to the day is required. It is the responsibility of whoever wakes the children to check that they are smartly turned out for breakfast and that the rooms are left tidy.
- **Breakfast**  
There is a rota for the supervision of breakfast and are responsible for the conduct of the meal and the behaviour of the children.
- **After Breakfast**  
After breakfast the children are expected to leave their dormitories tidy. The member of staff on duty will check the bedrooms during the morning and award marks for each one.

From this point until the end of school at 4.50pm boarders are treated as day children and follow a normal school day.

- **The end of the formal day and the completion of Prep**

All children who are boarding either go to the library at 5pm for Prep, or head to their allocated activity. Children in prep are supervised by at least one boarding member of staff and one day member of staff. The responsibility for the supervision of prep is undertaken by day staff on a rota basis and a member of the boarding staff. The amount of prep depends on the year group.

It is the responsibility of the staff to ensure a satisfactory standard of work is achieved and where appropriate to check off the child's work, either in a prep diary (Years 3 & 4) or via Firefly (Years 5-8). Prep takes place in the library (Room 18) and Room 17. There will be an additional member of staff to either supervise the IT room, or support prep. There should always be a quiet and purposeful atmosphere. The member of staff on duty with the Junior Boarders is expected to hear them read. Boarders are encouraged to organise themselves in advance so that there is as little movement as possible during the prep session. Assistance with prep may be given when deemed necessary. There is no prep on Wednesdays or Saturdays. Additional revision sessions may be timetabled for Year 8 prior to the examination periods.

- **Boarders' Evening Meal**

Boarding staff supervise the boarders' evening meal. A high standard of manners should be maintained, and staff should circulate throughout the room to ensure this. Staff should monitor what the children take for their meal to ensure a balanced diet. Boarding staff should also inform the children of the activity taking place that evening.

- **Evenings**

After the evening meal, the children are encouraged to make full use of the school's facilities and grounds. A full programme of evening activities, which is advertised in advance, will run from 7.00pm until 8.00pm.

At 8.00pm, there is the option of cereal or toast for those children who would like a snack before bedtime.

Junior Boarders go to shower at 8.15pm; Year 6&7 at 8.15pm and Year 8 at 8.30pm. In the summer bedtimes are extended by 15 minutes. Year 8 boarders are given the privilege of making toast in the evenings and showering in the morning if they wish.

Supervision of the bedrooms involves ensuring showers are taken, laundry organised, and rooms tidied. Staff should also try to engage in general conversation with the children. This fosters a rapport that may help alleviate or highlight problems that a child may be experiencing. Staff should ensure that each child has brushed their teeth and settle them into bed.

It is at the discretion of the Head of Boarding and resident member of staff to decide when to release the non-resident member of boarding staff at the end of the boarding duty.

## **6) Discipline**

The giving out of any form of punishment must be seen as a rare occurrence in boarding. Wherever possible the member of boarding staff should spend time with the child and try and establish the reasons for the poor / unacceptable behaviour and implement, in agreement with the child, strategies to improve their behaviour. Parents should be kept informed of any consistently poor behaviour and be involved in this process. The disciplinary responsibilities of staff are detailed in their job descriptions. It is our aim that the action taken is appropriate to the indiscretion. Any minor sanction given by staff should be done according to the boarding sanctions policy. After any major incident the sanction must be discussed with the Head of Boarding and a description and sanction should also be added to the Record of Serious Sanctions, iSAMs or MyConcern and the information shared with the relevant staff.

## **7) Weekends**

### **Saturdays**

Children in Years 7 and 8 attend school on Saturdays. This comprises of games, private study sessions and activities until lunch. From this time onwards a weekend activities programme begins. If any boarders are intending to be off site for the weekend they may leave at this point (boarders in Years 3 - 6 may leave after school on Friday). Junior boarders who remain in school will attend the iCan activity sessions between 9am and 12.40pm. A register for the weekend will be taken on a Friday morning and children should have their own arrangements finalised by this point. Saturday evening provides an opportunity for a more relaxed and informal approach. The Head of Boarding, Resident Tutor or Non-Resident Tutors assume responsibility for organising the evenings' programme.

### **Sundays**

The Head of Boarding takes overall responsibility for organising the Sunday activity programme. The Head of Boarding, Resident Tutor or Non-Resident Tutors, depending on the duty rota, are responsible for the supervision of the children and activities on a Sunday and are supported by a member of the teaching staff or a GAP student. The children are offered a wide variety of activities both on and off campus. Boarders, when appropriate, may attend services in the Parish church or in the College Chapel. Alternative arrangements can be made for children of other denominations.

### **Exeats**

Each term there are designated weekends, referred to as Exeat weekends, when there is no Saturday school. On these weekends, boarders are expected to return to their families, or to visit their guardians if their parents are not in the UK. The formal exeat begins at the end of school on a Friday and boarders can return on the Sunday evening or Monday morning.

## **8) Pocket Money**

The Resident Tutor is responsible for the management of the boarders' pocket money. Children are given regular opportunity to withdraw money under the guidance of the Resident Tutor. This money may then be used for Sunday outings. If children require stationery, stamps or other such items, these will be supplied and are charged to the parents' end of term bill and not taken from the children's own pocket money.

## **9) Communication**

The boarding house has its own independent phone to receive incoming calls for pupils. With the assistance of staff, boarders are also able to make and receive calls on the school phones. Boarders are allowed to bring a mobile phone, laptop or tablet computer to school to make calls, send messages, SKYPE or email. However, there is an expectation that they are only used at appropriate times, in communal spaces, not bedrooms, and that these phones and other electronic devices are handed in at bedtime.

## **10) Fire and Safety**

The Head of Boarding is the Resident Fire Officer and Deputy to the Fire and Safety Officer. In his absence, one of the other boarding staff is nominated as Fire Officer and therefore has overall responsibility for the clearance of the building. Regular Fire drills are undertaken in accordance with school policy.

## **11) Contact with External Agencies**

The Head of Boarding is responsible for maintaining contact with the parents and guardians of children in his/her care, through email, telephone and personal contact. Should the Head of Boarding feel that a boarder needs to see a doctor, they should consult with the medical staff. If other outside agencies need to be involved this should be done in consultation with relevant staff and the Head.

## **12) Record Keeping and Reports**

A combined register is taken at the end of the school day, during prep, at tea and again taken in the boarding house after the final lights out. A Boarding File, kept on School network, contains general information about boarding and information for duty staff. Pastoral Care at FCPS is seen as collaboration between Head of Boarding, Resident Tutor or Non-Resident Tutors and Academic Tutors. Therefore, all information relating to any particular child is held centrally in the school office. This ensures all relevant and current information is available to everybody involved. Boarding staff should make tutors aware of any new information going into the file and tutors will reciprocate. Electronic information can be attached to the child profile on the school information system (iSAMS) or MyConcern. More sensitive material or information relating to child protection issues is held electronically on MyConcern and in addition in a secure file in the Deputy Head Pastoral's office who is the Designated Safeguarding Lead (DSL). The Head of Boarding is responsible for completing written reports on the boarders. These are made available electronically through the Parent Portal to parents along with academic reports. Parents of new overseas children also receive a short summary of how their child has settled into boarding after the first half term.