



# Boundary Oak School

## Welcome Pack

Boarding

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*“Welcome to Boundary  
Oak School; a place for  
your child to learn, grow  
and develop. It’s a special  
community to be part of”*

James Polansky,  
Headmaster



Please find enclosed your Welcome Pack as your child joins us at Boundary Oak School. Please take your time to read through the various documents, ask any questions and then return the necessary forms to the School Office. You may do this by bringing them in, popping a copy in the post or emailing them to [cpestell@boundaryoak.co.uk](mailto:cpestell@boundaryoak.co.uk).

In addition to this you will also receive a Parent Handbook which is full of useful information to help you and your family settle in to life at Boundary Oak.

#### Contents:

- Permission for address
- E-Safety Rules
- Consent for trips and off-site activities
- Media usage consent
- Fee Refund Scheme
- BOSS letter
- Uniform list
- Fee information
- Welcome letter from BOSS
- Medical History
- Extra Music and Drama tuition



## Address permission

Dear Parent,

We are often asked by parents and relations of pupils in the school for the names, addresses and telephone numbers of other pupils. This is for many reasons, birthday parties, tea parties and sleepovers spring to mind.

We do not give out this information unless you have given us your consent to do so. By completing, tearing off and returning the consent form below, we will know that you are happy to release your details to other families and teachers within the school. We do not release the information to anyone else.

Thank you for your co-operation.

Yours sincerely,

James Polanksy  
Headmaster

## Consent for release of address and telephone number

PARENT'S NAME:.....  
(print)

CHILD/REN's NAME & FORM:

.....  
.....  
.....

I consent to my name, address and telephone number being included in the Parents' Record to be made available to other parents.

Signed..... Date:.....



## **E-Safety Rules for pupils**

- I understand the school owns the computer network and learning platform and can set rules for its use.
- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes. I will not use ICT systems at school for private purposes, unless the Head teacher has given specific permission
- I will only log on to the school network/ learning platform with my own user name and password
- I accept that I am responsible for all activity carried out under my username
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school email address.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible, particularly as email could be forwarded to unintended readers.
- I will not send anonymous messages or chain mail.
- I will be responsible for my behaviour when using the Internet/learning platform. This includes resources I access and the language I use.
- I will be polite and appreciate that other users might have different views to my own.
- I will not give out any personal information such as name, phone number or address through email, personal publishing, blogs, messaging or when using the school's learning platform. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not download or install software on school technologies.
- I will not attempt to bypass the Internet filtering system.

- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress.
- I will respect the privacy and ownership of others' work on-line at all times.
- I understand the school can exercise its right to monitor the use of the school's computer systems and learning platform, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.
- I understand that all my use of the Internet, school's learning platform and other related technologies can therefore be monitored and logged and can be made available to my teacher
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted. I understand that irresponsible use may result in the loss of my network or Internet access.

I agree to follow the E-safety rules and to support the safe and responsible use of ICT at Boundary Oak School.

Pupil Name \_\_\_\_\_

Class \_\_\_\_\_

Pupils Signature \_\_\_\_\_

Date \_\_\_\_\_



## Consent Forms for School Trips and Off-Site Activities

Name of Pupil .....

Please sign and date the form below if you are happy for your child,

a) To take part in school trips and other activities that take place off school premises; and

b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
  - All visits (including residential trips) which take place during the holidays or a weekend
  - Adventure activities at any time
  - Off-site sporting fixtures outside the school day,
  - All off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

### MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits: .....

.....

.....

Signed.....

Print Name: .....

Date.....



### Media Release Form

Name of Child: .....

I, the undersigned, do consent and agree that Boundary Oak School and its employees have the right to take photographs, video or digital recordings of my child as marked in the section below.

I release to Boundary Oak School and its employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I understand that there will be no financial or other remuneration for recording my child, either for initial or subsequent transmission or playback.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement. I grant permission to use my child's image in the following ways:

#### Use of Images

Unrestricted usage: I give unrestricted permission for my child's image to be used in the following (please tick those you give permission for):

- ☐ **Print Media** such as brochures and promotional booklets
- ☐ **Video Marketing** (which will be subsequently be shared online, on our website and via social media)
- ☐ **Other Digital Media**, such as social media including Facebook, Twitter and Instagram and also blogs, including third party blogs and online articles.
- ☐ **Press** such as printed local and national newspapers and magazines.

I agree that these images may be used by Boundary Oak School for the above purposes and that these images may be used without further notifying me. I agree that such images may continue to be used after my child has left the school but that I may withdraw consent at any time.

Parent/Guardian signature.....

Date.....

I deny permission to use my child's image at all.

Parent/Guardian signature.....

Date.....

#### Use of Name

Boundary Oak School will only publish First Name and First Initial and will not publish a child's full name on social media, online or in printed marketing material. However, some external press publications require Full Names, e.g. First Name and Surname, along with a child's age in order to publish an article.

I give permission for my child's full name and age to be published in the press, which may include print or online media when required.

Parent/Guardian signature.....

Date.....





## **Welcome letter from BOSS (Boundary Oak School Society)**

Dear New Parents and Guardians

It gives me great pleasure to welcome you to Boundary Oak, and we really hope that your child/ren enjoys the school as much as my own have over their time here. I would like to introduce you to the Boundary Oak School Society (BOSS), which runs independently from the school but in close relationship.

The role of BOSS is to help parents and guardians make new friends and connections whilst fundraising for the benefit of our children and local charities. The Society is run by an elected committee and any parent or guardian is welcome and encouraged to put their name forward. As a parent you are automatically an eligible member of the school society.

BOSS puts on many stunning events during the year to rival many larger schools and organisations. The events are both professionally run and at the same time incredibly good fun. We have hosted over the past year our annual Bonfire Night, Burn's Night Supper, Halloween Party, Garden Party and Summer Ball to mention a few. We also host smaller events like quiz nights, social outings and teddy bear picnics.

Over the past years we have donated many gifts to the school, which has in turn enhanced our own children's education and experience here at Boundary Oak.

If you would like to learn more about BOSS or just want to have an opportunity to meet some new faces, please come along to one of our meetings which are well publicised in the newsletter.

Yours faithfully,

Melissa Wybourne  
BOSS Chairman



## Options Form for Instrumental, Drama and Irish Dance Tuition

Dear Parents,

We would like to draw your attention to the wonderful peripatetic music and drama service that we offer at Boundary Oak. We currently have a visiting staff offering tuition to children from Year 2 to Year 11, across a variety of instruments. Lessons are charged extra at £187 per term.

If you would like your son/daughter to have lessons then please complete this form and return it to the School Office.

Yours sincerely,

Richard Dewland  
Head of Music

Name: \_\_\_\_\_

Form: \_\_\_\_\_

Date: \_\_\_\_\_

Please mark the lesson of your choice:

- Piano
- Keyboard
- Drums
- Bass Guitar
- Flute
- Clarinet
- Singing
- Electric/Acoustic Guitar
- Theory of Music
- Drama (Free of charge)
- Violin
- Irish Dance

Please note that a term's notice is required when terminating lessons and must be sent in writing to the Head of Music.

In choosing an instrument for your child, please remember that we only have a limited number of school instruments and that in most cases parents are asked to provide the instrument.

Music Lessons are held during school lesson time but every endeavour is made to keep to a rolling timetable to avoid the same lesson being missed.



## Boarders Packing List - Girls

<b>Footwear</b>	
	1 pair of Flip Flops
	1 pair of Slippers
	1 pair of Welly Boots (Autumn and Winter)
	Trainers (one for evening and weekend wear and one for school sport)
<b>Clothing and hygiene</b>	
	Home clothes for your length of stay and appropriate for the weather and indoor and outdoor use (remember that you will have daily laundry).
	Socks
	Underwear
	Warm coat (Winter)
	Waterproof
	Hat, scarf, gloves (Winter)
	Sun hat, Sun-cream (Summer)
	Sleepwear
	1 x dressing gown
	Wash items in a bag e.g. Shampoo, Conditioner, Shower Gel, toothbrush, toothpaste, roll on deodorant (no aerosols please)
	Hairbrush, hair accessories, hair dryer if required (will need PAT testing)
	Feminine Hygiene items, if required
<b>Other Requirements</b>	
	2 x duvet covers
	2 x bath towels
	Sweets etc. in a named plastic box for tuck and movie night (once a week). This box must be clearly names and handed in to the Housemistress on arrival in school. Parents may supply enough tuck per week or for longer if they prefer. NO NUT ITEMS OR FOOD CONTAINING NUTS.
	Photos from home, home comforts
	Tech - All Tech items (phones, ipads etc.) must be clearly labelled along with the chargers and adapters and preferably kept in a soft case so that they are easily identifiable to you.
	1 x large suit case or bag. Please label with name clearly on the outside of the case.



## Boarders Packing List - Boys

<b>Footwear</b>	
	1 pair of Flip Flops
	1 pair of Slippers
	1 pair of Welly Boots (Autumn and Winter)
	Trainers (one for evening and weekend wear and one for school sport)
<b>Clothing and hygiene</b>	
	Home clothes for your length of stay and appropriate for the weather and indoor and outdoor use (remember that you will have daily laundry).
	Socks
	Underwear
	Warm coat (Winter)
	Waterproof
	Hat, scarf, gloves (Winter)
	Sun hat, Sun-cream (Summer)
	Sleepwear
	1 x dressing gown
	Wash items in a bag e.g. Shampoo, Conditioner, Shower Gel, toothbrush, toothpaste, roll on deodorant (no aerosols please)
<b>Other Requirements</b>	
	2 x duvet covers
	2 x bath towels
	Sweets etc. in a named plastic box for tuck and movie night (once a week). This box must be clearly names and handed in to the Housemistress on arrival in school. Parents may supply enough tuck per week or for longer if they prefer. NO NUT ITEMS OR FOOD CONTAINING NUTS.
	Photos from home, home comforts
	Tech - All Tech items (phones, ipads etc.) must be clearly labelled along with the chargers and adapters and preferably kept in a soft case so that they are easily identifiable to you.
	1 x large suit case or bag. Please label with name clearly on the outside of the case.



## Mobile Phone/Tablet Policy – Code of conduct

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:-

### Day Pupils:

- Day pupils are not permitted to have mobile phones at school or on trips.
- Year 9 and above are allowed to bring a mobile phone to school but they must leave it, turned off, at the School Office and collect it at the end of the school day. Whilst we will endeavour to look after these phones in safe storage the school takes no responsibility for any accidental loss or damage to mobile phones brought into school.
- If in the rare event of a Year 8 or below parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:- The parent must discuss the issue first with the Headteacher and receive approval. If agreed, the phone must be handed into the School Office switched off first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day.
- Unauthorised use of mobile phone during the school day will be deemed to be blue behaviour, escalating to red for subsequent infringements.

### Boarders:

We are committed to the well-being and safety of all our pupils and, in accordance with the Ofsted recommendation for boarding that schools facilitate boarders contacting their parents, we have now decided that it is appropriate for mobile phones to be used under set circumstances by pupils.

The use of mobile phones raises important issues of e-safety and safeguarding. These include bullying via mobile phone, inappropriate use of camera-phone, inappropriate use of internet, interactive and audio-visual applications. Our intention is therefore that any phone brought in should be used only for contact with adult family members, either vocally or by text. To ensure the safeguarding of your child and the other children, the phone's content may be checked from time to time to ensure that no inappropriate activities have taken place. Pupils are advised to be careful about giving out their mobile phone number, and to tell those who have their number never to pass it on. Phones will be handed out to those boarders that request them at the start of the evening once they are back at the Boarding House. Phones will be handed back in when requested and kept with the boarding staff for safekeeping. This will be the only time during the day that boarders will have their phones. Boarders who are with us at the weekends are allowed their phones for one hour in the morning and one hour in the evening. Phones are not allowed to be taken into school during the day or on school trips. If they are they will be confiscated.

Sanctions for misuse will be the same as for the Day pupils listed above. All phones MUST be named.

I give permission for my son / daughter ..... to use their mobile phone at the designated times.

The phone/Tablet they will be handing in will be: (Please describe the make and colour)

.....

Telephone number of mobile: .....

Signed .....(Parent) Date: .....



## CODE OF CONDUCT

### PUPIL MOBILE PHONE POLICY – RESPONSIBLE USE

- I will only use my mobile phone/Tablet and not anyone else's.
- The phone calls I make and messages I send will be polite and sensible.
- If I see anything I am unhappy with or receive messages I do not like, I will tell a member of staff immediately.
- I will not use any social media sites that are not appropriate for my age (Facebook, Instagram etc).
- I will not take ANY photographs using my devices of staff including Gap Students. Any photograph I do wish to take, I will seek permission of the member of staff on duty.
- I understand that using the phone/Tablet is for contacting adult family members only.
- I will hand my phone/Tablet in when requested.
- I understand that if I deliberately break these rules that appropriate school sanctions will apply, including possibly having my phone/Tablet confiscated.

SIGNED: ..... (Pupil)

DATE: .....

# MEDICAL HISTORY FORM

PLEASE COMPLETE AND RETURN TO OFFICE

BOUNDARY OAK SCHOOL Date:.....



NAME: ..... D.O.B.: ...../...../.....

DOCTORS Name and address:.....

.....

.....NAT. HEALTH NO:.....

Emergency Contact Name (not parents).....

Relationship to child.....Telephone:.....

## Medical History – please complete in full:

1. Have they had: Measles? ..... German Measles? .....  
Chickenpox? ..... Mumps? .....

2. Do they suffer from any allergies: Asthma? ..... Eczema? .....  
Hay Fever ..... Other? .....

3. Do they have a normal diet? Is there any foodstuff to which they are known to be allergic to? YES / NO  
(If yes, please give details here)

4. Do they currently take regular medication of any kind? YES / NO  
(If yes, please give details here and attach a letter or Health Care Plan from your GP or Pediatrician)

5. Do they have particular advice to follow in an emergency? (If yes, please give details here) YES / NO

6. Is there any drug or medication (e.g. plasters or Penicillin) to which they are known to be allergic YES / NO  
(If yes, please give details here)

8. Do they receive regular treatment from a family doctor or hospital? YES / NO  
(If yes, please give details here)

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9.	Is their hearing normal? (If no, please give details)	YES / NO
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10.	Is their eyesight good? (If no, when were his/her eyes tested?) ..... Do they wear or need glasses?	YES / NO
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11.	Have they had a surgical operation? (If yes, please give details here)	YES / NO
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12.	Have they had any medical investigations? e.g. x-rays, pathological tests. etc. (If yes, please give details here)	YES / NO
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13.	Have they suffered from any other significant illness or is he/she disabled in any way? (If yes, please give details here)	YES / NO
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14.	Do they sleep walk, have problems sleeping (nightmares/terrors) or regularly wet the bed? (Please give details here)	YES / NO
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15.	Does your child suffer with anxiety, stress or depression or are there any other concerns regarding their mental health? Please provide copies of EP or therapist reviews that your child may have had and any further information that may be useful.	
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16.	Have they ever suffered from the following?			
	Blood disorder	YES / NO	Headaches/Migraines	YES / NO
	Diabetes	YES / NO	Heart Condition	YES / NO
	Blackouts or fainting fits	YES / NO	Digestive Problems	YES / NO
	Do they get travelsick?	YES / NO		

(If yes to any of the above, please give details here)



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**17. Nursery children only**

Do they need help to go to the lavatory?

YES / NO

Do they have any speech and language problems or problems communicating?

YES / NO

(If yes to any of the above, or you have further information about your nursery child, please give details here)

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**18. What immunisations has he/she had?**

All pupils should have had:

Date of Primary Course

Date of Boosters

Diphtheria

...../...../.....

...../...../.....

Tetanus

...../...../.....

...../...../.....

Poliomyelitis

...../...../.....

...../...../.....

Whooping Cough (pertussis)

...../...../.....

N/A

Mumps/Measles/Rubella (MMR)

...../...../.....

N/A

Measles

...../...../.....

N/A

HIB

...../...../.....

N/A

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**19. Can they swim 50m?**

YES / NO

Can they go swimming in a public swimming pool?

YES / NO

(If no to any of the above, please give details of their ability)

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**20. Are there any occasions in which in an emergency you would **not** wish the participant to receive emergency attention?** YES / NO (If yes please explain here)

## ADMINISTERING OF MEDICINES POLICY

- All medicines are kept in a locked cupboard in the office for day pupils. Boarders medicines are kept in sick bay in the Boarding House and are administered by the Boarding staff out of working hours. All treatments are recorded at the time or as soon as is practicable.
- Asthma reliever inhalers are kept either with the child or in the child's classroom with immediate access. An additional "spare" inhaler may be left at school.
- If your child carries an Epipen, please complete the Allergies Alert sheet available from the office. Pupils that are prescribed Epipens (or equivalent) keep their pens with them in their classroom and a spare is kept in the office.
- We request that any prescribed medicine which must be administered during the day is handed to the office staff along with completion of the consent form. These medicines must be in the original packaging with the pharmacy label present.

- The following homely/household medicines are kept in school and may be administered with your consent. We would be grateful if you could complete the attached consent form.
  - Paracetamol suspension
  - Cough remedy
  - Piriton suspension
  - Anthisan cream/Waspeze (insect bites, nettlerash)
  - E45/ Calamine cream
  - Vaseline
  - Milk of Magnesia

Please note we do not use Ibuprofen per DfES guidelines.

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**CONSENT FOR ADMINISTRATION OF MEDICINES AND FIRST AID AT BOUNDARY OAK SCHOOL:**

I/we have read the medicines policy and consent to (Print name) .....having the following medication if needed.

Paracetamol suspension	YES ..... NO.....
Piriton	YES ..... NO.....
Miscellaneous items as listed in the policy	YES ..... NO.....

I/We also consent to any first aid treatment and administering of medicines above for my/our child in school. I agree to update the school of any changes in my child's medical history and contact details for me/ourselves ASAP.

Signature .....

NOTE: The medical profession takes the view that Parents Consent for medical treatment cannot be delegated. Thus consent forms have no legal status and a doctor will insist on the consent of a parent for treatment. However, it can be a comfort to have general consent in advance from parents and to have an adult who is able to complete some of the forms required by the Medical Authorities.

Should the occasion arise that your son or daughter may need emergency medical treatment and it proves impossible to contact you immediately, it is required by the D.S.S. that we have your written permission to act in loco parentis should we feel that emergency treatment be necessary. The most usual course of action would be to take your son/daughter to a local Emergency Hospital.

I give my permission for Boundary Oak School to act in loco parentis for emergency treatment for my son/daughter including a transfer to hospital. I understand that I will be contacted ASAP.

Name in full.....Signature .....

Date .....