

# Boundary Oak School



## Boarders' Handbook

2017

# Contents

Statement of Boarding Aims	Page 2
Welcome	Page 3
Who will help	Page 3
Circle of Care	Page 4
Routines & Overview	Page 5
Frequently Asked Questions	Page 9
Rewards and Sanctions	Page 13
How to earn stars	Page 14

## Statement of Boarding Aims

- To safeguard and promote each child's welfare.
- To reflect the Mission Statement of the School and its caring ethos: to provide an environment that will give each child the fullest opportunity for growth – spiritually, emotionally, intellectually, culturally and physically.
- To provide as best we can a model of really good home life.
- To provide children with comfortable accommodation in which they can relax and feel contented.
- To encourage the children to show respect and consideration for others and their belongings.
- To nurture good manners, common sense, an increasing degree of independence and the development of a sense of humour.
- To treat the children as members of the Boundary Oak family and to ensure a happy, balanced and constructive school life.
- To provide a structured evening programme which balances prep, recreational time and educational activities.

# Welcome to Boarding!

As a boarder you are entering a **new world**, and at first many things may feel strange. There will be plenty of opportunities for work, games, music and leisure, but you may feel a bit uneasy with this big change taking place in your life. Soon, however, the routines become familiar and so do the faces; the weeks roll by and before you realise it you'll be home full of things to talk about.

## Who will Help You?

### Buddy

You will have a “**buddy**” for the first few days/weeks - a friend who knows how everything works and who, wherever possible, will be in the same class as you. The buddy's job is to make sure you never feel lost, confused or left out. You will also have the support of a senior Boarder who can lend a sympathetic ear and give sensible advice.

### Houseparents and other staff

**Mrs Plumpton** has overall responsibility as the the head of Boarding. **Mr. Davis** and **Mr. Ekin** are resident teachers and we also have **Gap Students** and other senior members of staff who help out with all the games, activities and duties.

## Feeling upset or sad?

There are lots of people that care and want to help you:

- ♥ A friend
- ♥ Houseparent
- ♥ Assistant houseparents and Gap students
- ♥ Any teacher who you feel would listen to you and give you helpful advice
- ♥ Your Mum or Dad
- ♥ Independent Listener (see next page)
- ♥ Childline



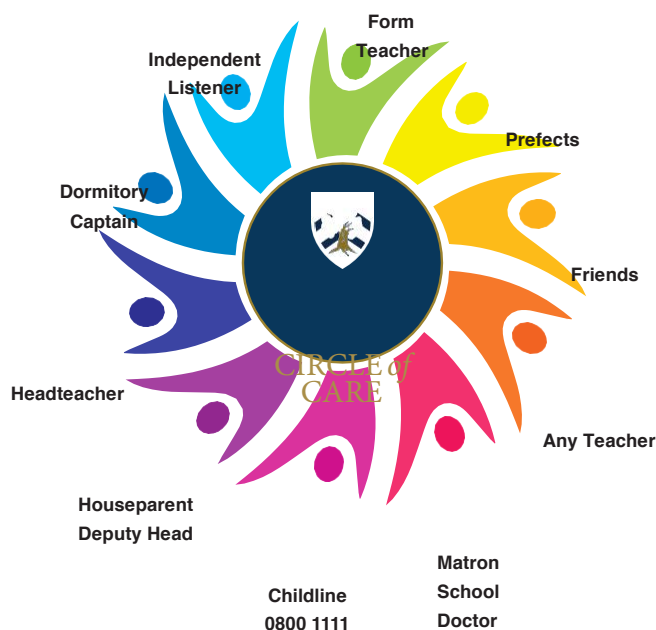


## Aims of the School

To value and treat each pupil as an individual within a family community and to develop and support differing needs whilst fostering an enjoyment of learning and a growth mind-set.

## Our Circle of Care

At Boundary Oak we have a 'Circle of Care' for you in order to make sure you feel safe and listened to. There is ALWAYS somebody that you may seek in times of trouble, any trouble.



Everybody in the 'Circle of Care' has a vital role to play.  
Make sure you speak to someone if you have a problem.

### Independent Listeners

If you do not want to speak to any of the people suggested, you could speak to Mrs Deacon, Mr Ord or call childline. They are very friendly and are there to help you.

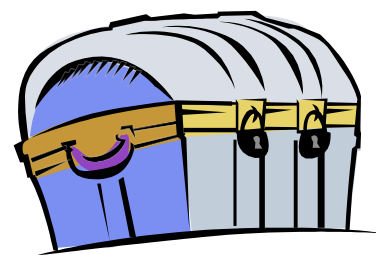
**Mrs Michelle Deacon: 07900053751**

**Jeremy Ord: 02380 403701**


**Child Line: 08001111**

## Beginning of Term Routine

Boarders are asked to arrive on the night before the start of term. If for any reason they can't or do not wish to, we ask that their belongings are delivered and unpacked. Help will be on hand to bring up your luggage and belongings.



## WEEK OVERVIEW

- On **Sunday** some boarders choose to return ready for bed between 6.30 and 8pm.
- On **Monday** the rest of the boarding house fills from 7.40am onwards, school starts at 8.30am.
- Every evening there is an activity and quiet time (prep catch up if you're in a club) or music practice.
- **Tuesday** evening is **Boarders' meeting**. It's an opportunity for you to give your opinion and suggestions about the boarding house. **Star**  boarder of the week will be rewarded during the meeting
- On **Thursday** evening there is tuck and **DVD night** when we all watch a film in the common room.

## Daily Routine

7.00a.m.	Wake up, Dressing, Bed Making
7.30a.m.	Meet up for breakfast in common room.
7.40am	Breakfast
8.30a.m.	Registration - School Day Begins/ First Aid administered if required.
3.30p.m	School day finishes for pre-prep children. Boarders go to After School Club.
4.00p.m.	Lessons finish for Year 4 - 8 children. They go to the Astro and play until 4.30. During this time they have a small snack.
4.30p.m.	Year 4 -8 go to Prep Club.
5.30p.m.	Prep and After School Club ends. All children to dining room for 'Big Tea' (cooked meal)
6.15p.m.	Big Tea ends. Children upstairs to change then to ICT suite for quiet time and e-mailing and Music Room for music practice. <b><i>This is also a good time to ring your child</i></b>
6.30 to 7.30p.m.	Evening activities.
7.30 to 9.00p.m.	Bed Times and Quiet Times and Surgery
8.00p.m.	Lights Out: Years 3, 4, and 5
8.30p.m.	Lights Out: Years 6 and 7
9.00p.m.	Lights Out: Year 8 and 9

## What do I have to do Each Day?

### 7.00am Time to wake up!

The members of staff on duty wake you up in your dormitory.



### 7.10am Dressing and Bed Making

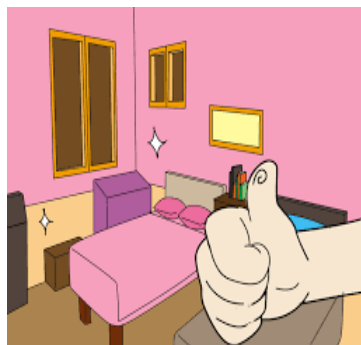
You get dressed into your uniform, make your beds and tidy up your things. You have a member of staff on hand to give you a helping hand. When you are dressed the member of staff will check your bed area for tidiness and ensure that all laundry that needs to be washed, is placed in the basket. Each dorm operates a rota of 'laundry duty' whereby a designated boarder will take the dirty linen from both the dorm and the games changing rooms down to the laundry house.



## Morning Check list



- ✓ Brush your teeth and hair
- ✓ Make your bed
- ✓ Tidy up your dorm
- ✓ Open the curtains
- ✓ Switch the lights off
- ✓ Bring the laundry bags down



Everybody meets up in the common room ready for school. You should be properly dressed for school. Boarders on Laundry duty go first to the Laundry House. **You must make sure that you have what you need for school including sports kit.** You are not allowed up into the dormitories during the day. If you need to, you must get permission from the Houseparents or the office. Mrs Plumpton will check you are ready for school and your dorm is clean and tidy.



### 7.40am Breakfast

Duty staff and Gap students supervise breakfast. At this time of the day, other children will join you as the school operates a 'Breakfast Club' open to the rest of the school. Juice, and a variety of cereals for the first course are served, followed by a cooked breakfast. This differs from day to day. You can view the following week's menu in your weekly newsletter.

### **8.30 a.m. SCHOOL DAY BEGINS / SURGERY**

Prep Department children go to registration. Pre-prep Children are accompanied up to school by the duty staff.

This is the time when boarders can visit Mrs Plumpton in the office to take any regular medicine or vitamins. They can also see Mrs Plumpton, if necessary, during the day if they feel unwell or unhappy.

### **3.30pm School day ends for Pre-prep**

For Year 3 boarders the school day ends 30 minutes earlier than the Prep Department. After school you will go to the After School Club located in the Little Acorns building. You will be supervised by a member of staff and any homework or reading will be completed at this time.

### **4.00pm Lessons end for Year 4-8**

### **4.40pm Lessons end for Year 9 and above**

### **4.30pm Prep Club and After School Club**

Pre-Prep boarders remain in the After School Club for supervised play and homework time and Prep children go to the Jubilee block for Prep Club with a Prep Department member of staff. You can also take part in all other clubs (Judo, dancing, chess etc)

### **5.30pm Big Tea**

You line up at the dining room doors for the main evening meal called 'Big Tea'. Our evening chef has many years of experience cooking for children and they always thinks of something delicious to cook for you. After the tables are cleared the evening duty staff explain the activities on offer that evening.



### **6.15pm Free time/music practice/phone home**

If you are learning an instrument at the school you are taken to the music department on a Tuesday, Thursday and Friday to practise with the duty Gap student. If you are not learning an instrument you can either go on the computers for game time and e-mailing or catch up on your prep in the library if you had a club or a match. This is also a good time to make a phone call home if you want to. Just ask the member of staff on duty if you may use the phone.

### 6.30pm Evening Activities

There will be a wide variety of activities on offer throughout the term ranging from swimming, bike-riding, outside hide and seek, ball games, Film nights, trips out to the cinema, 'Playzone' (see picture on right), ten-pin bowling, ice skating. Winter month's indoor activities include discos, craft evenings, talent shows, and Karaoke nights – we have even had a snail racing competition!

### Tuck (sweets):

You eat your tuck on **Wednesday night** when we have our film night. During the summer months if the weather is good then we generally elect to eat it outside on the Year 8 lawn in the evening sunshine. **(Tuck or any other food or drink must never enter the dormitories for hygiene reasons).**



### 7.30p.m. to 9.00p.m. BOARDERS BEDTIME ROUTINE /SURGERY

- All boarders get the clothing they need for the following day from the laundry room and a laundry bag for their dorm. This is done each evening as the girl boarders are not allowed in here until the morning due to having to cross paths with the boys and their showering routine.
- All boarders take a shower and wash hair – towels must be hung back up in the showers.
- The boarders are able to see Mrs Plumpton at this point if they need to regarding any medication or first aid.
- Depending on how quickly they have got ready, the boarders may have 5 or 10 minutes of quiet play/reading in their dormitory. In any case lights are out by 8 pm.
- Whilst the 1<sup>st</sup> bed group (yrs 3,4,5) is preparing for bed, the older children are allowed to make use of the library, ICT suite and Boarders common room (this is directly below Blenheim Dormitory so must be used quietly or only until the 1<sup>st</sup> bed group are asked to stop talking), or play quietly in their dormitories. All these are at the discretion of the duty staff. Lights out 8p.,
- At 8.00pm the 2<sup>nd</sup> bed group (years 6 and 7) shower and get ready for bed. Lights out at 8.30pm.
- At 8.30pm the 3<sup>rd</sup> bed group (year 8 upwards) shower and get ready for bed. Lights out at 9.00pm

8.00pm                      Lights out:              Years 3, 4 and 5

8.20pm                      Lights out:              Years 6 and 7

8.50pm                      Lights out:              Year 8 and 9

Occasionally, pupils decide to go to bed early after a particularly busy day. If children show signs of being particularly tired, bed times may be brought forward.

Sometimes, five to ten minutes quiet "talk time" will be allowed after lights out, but this is a privilege and has to be earned.





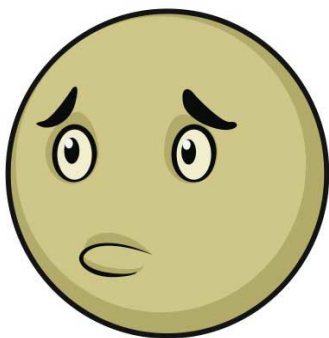
## Can I Phone Home? YES!

**Yes you can! and it's free!** Some children like to phone home once a week, others find that they're just too busy having fun! What you might want to do is get your parents to phone you, just in case you forget. We have two telephone rules:

- **Don't stay on the phone too long, so that other students can receive calls**
- **You are allowed to bring a mobile phone to school which must be kept secure in the hub outside of 6 -6.30pm calling time. A mobile phone usage contract must be signed by both parent and child.**

## What If I Feel Homesick?

You may want to talk to your Mum or Dad if you are missing them. The best thing to do **is talk to another Boarder** – try one of your friends. Everyone has felt homesick at some time or other, so there's bound to be someone who can help. Even the older children (no matter how grown up they seem) can feel homesick.



## Worried?

- **Is somebody hurting or upsetting you?**
- **Are they doing something you do not like?**
- **Are you frightened to talk to anyone about it?**

**Ask for help!** There's an old saying "A problem shared is a problem halved." Choose the right person to talk to whether it be **Mrs Plumpton, Mrs Kellett the Headmistress, your teachers, the Gaps, an older boarder** or why not just one of your friends. Don't suffer in silence. It will only get worse. Anyone you speak to will be touched that you had spoken to them and want to do all they can to help.

## Lonely?



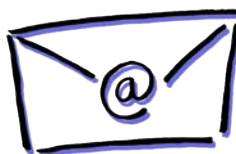
Everybody feels lonely sometimes. There are lots of reasons why:

- You might be a new boarder who is still making friends
- Your best friend might be off school sick or on holiday
- You might have had an argument with someone and friends might be angry with you
- Your Mum or Dad might be away from home

### What can you do?

- Take something to school and if someone asks to play with you, say yes. They might ask you to play with them next time
- Start a collection or a hobby where you are making something  
You will not feel lonely as much and you will be able to talk about it with other people who do the same things
- Listen to music or learn to play an instrument
- Join a club at school
- Help others

## What about E-mail?



All students will be given an email account.



## Feeling unwell?

- Let Mrs Plumpton know if you are feeling unwell
- Mrs Plumpton holds daily surgeries to administer regular medication
- The school doctor is 5 minutes away by car and children can be seen on the day of the illness if needed.
- If you are unwell, Mrs Plumpton will telephone your Mum or Dad.

You will either stay at school in Sickbay, or you will go home. If you come to school with medicine that needs administering please take it straight to the school office – mum and dad need to fill out a consent form

## What about my dirty clothes?

**All your clothing is washed at the school.** Your dirty clothes should be placed in the laundry bin in your dormitory on the right day. It is very important that your clothes are labelled so we know which pigeonhole to post them into.

**What is Tuck?** This is provided by your parents and can be **sweets or crisps or drinks** – whatever your favourites are! Mum and Dad may give you enough for one week or they may give you enough to last a few weeks. (Make sure you don't eat it in one go!)

### Do I need pocket money?

Pocket money is not required during the school week. However, most weekends are spent offsite on trips or activities where pupils may wish to bring a small amount of pocket money for gift shops or an ice cream. All money (cash and/or credit cards) must be handed to Mrs Plumpton on arrival at school.

### Can I bring electronic Games and Mobile Phones?

If you wish to bring Electronic Games and Stereos into school you may do so but:



- Everything must be **clearly named**
- They may be used during leisure time in the Boarding house, but must be put in tech boxes or handed in to the Houseparents before bedtime
- They are **not allowed to be taken into school** during the day
- The school can accept no responsibility for any loss or damage
- You are allowed to bring your mobile phones in however you must hand it in to the Houseparent.

### What about Activities and Trips?

Evening activities are arranged on a weekly basis and weather permitting. Various special events are organised for the Boarders. In recent years, these have included trips to PlayZone, bowling alleys, ice rinks and the cinema.

In the Summer Term, many activities take place outside, and we have full use of all the school facilities, including the **playing fields, assembly hall, school woods, the tennis courts and swimming pool**. Members of the Evening Duty Staff are qualified to supervise swimming activities. You are encouraged to bring in your bike.



### What is the school's Fire Procedure?

At the beginning of each term, you will be told what to do in the case of a fire. It is vital all shoes, bags and clothing are in their proper place and not left lying around as they may be a hazard especially in the dark.

During the term, fire drills will take place, either at night or early in the morning. An alarm will ring and you must **leave the building as quickly as you can.**

- **There is no running – this would be dangerous in a real fire.**
- **There is no talking – you need to listen to instructions.**

## What are the Boarding House Rules?

The following rules contribute to the community and welfare of the pupils:

1. No running in the House
2. After 'Lights Out', all areas apart from the dormitories, washrooms and corridor leading to the Houseparent's flat are out of bounds
3. Permission is needed to use the IT Room
4. Sensible dormitory behaviour at all times (Health & Safety)
5. At all times, use your common sense, be courteous and considerate
6. Listen carefully when instructions are given by a member of staff
7. Try to avoid arguments
8. Be tidy
9. Lend a helping hand

## What happens when I behave badly?

**You will be given a debit**, The Houseparents will talk to you and help you to understand what you have done wrong. Most children realise what they have done wrong very quickly; they say sorry and then everything is okay. But if you still behave badly after this, it would be written in the Incident Book. Sanctions in the Boarding House can include:

- "Time Out" - from an activity
- Extra jobs or duties
- Early to bed
- No tuck
- No film
- Exclusion from an activity or outing

## What happens when I do well?

**You will be given a reward (star) accordingly.** Every week during the boarders weekly meeting, the boarders with most rewards becomes star boarder of the week. You will be allowed to stay up later and be given a small prize.

## Rewards

The most stars collected in a week (Thursday – Thursday) entitle the boarder concerned to a reward of their choice. These choices are discussed at Boarder's Meetings

Action deserving a reward	No of Stars	Action deserving a reward	No of Stars
Helping members of staff	1-2	Tidy dorm daily	2
Doing all that is needed to have bed area tidied and ready for school	1	Helping newcomers into the boarding house, both children and adults	1-5
Offering to help take the laundry	1	Encouraging fellow dorm mates	1
Random acts of kindness	2	Holding doors open	1
Wiping tables in the dining room	1	Being thoughtful to others in need	1
Smartly dressed	2	Keeping the Common Room tidy	1-2
Being 'Debit Free' for 2 weeks	5		

## Sanctions

5 debits over a two week period (starting on Thursday night), will result in the boarder concerned doing a "Go Up".

The boarder concerned will go to bed at the earlier bed group time or another job in the Boarding house may be the sanction eg sorting lost property.

These are a rough guideline and are at the discretion of the teacher who may award fewer or more debits than are mentioned here.

They are only examples. Other actions not mentioned could result in debits

Action deserving a sanction	No of debits	Action deserving a sanction	No of debits
Swearing at a teacher/pupil	10	Flicking food around the dining room	3
Being deliberately unpleasant to another boarder	5-10	Excessively bad table manners	3
Using bad language	5	Being out of bounds	5-10
Being unco-operative	2	Dangerous behaviour	5-10
Being deliberately lazy, unhelpful, slow or disruptive	2-5	Disobeying important instructions given by staff	2
Not wearing slippers upstairs	1	Talking after bedtime	1-2
Wearing outdoor shoes in Dorm area	1	Going up to the Boarding House during the day	1

