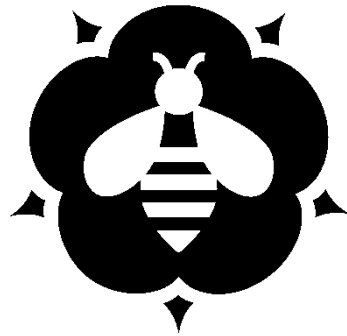


DUNHURST (BEDALES JUNIOR SCHOOL)



BOARDING HANDBOOK

JANUARY 2012



BOARDING HANDBOOK

Introduction

Welcome to boarding at Dunhurst School. For 34 weeks of the year Dunhurst is a second home to around 50 full/weekly boarders and 80 children when we include our flexi boarders.

The following document seeks to give a reasonably comprehensive guide to boarding at the school. We hope it answers most if not all questions regarding routines, policies, procedures and practices. We have tried to cover most things that parents and boarders will want to know about life on wing.



Aims of Boarding at Dunhurst

We try to engender a relaxed routine and encourage an atmosphere of open communication and belonging. Importantly we highlight the concept of mutual respect in all of our dealings with the children.

Our over-riding aim is to ensure that our boarders feel at home in Dunhurst and that the boarding wings are places for relaxation, fun, support, ambition, socialising and refuge during their time here.

Our specific aims are to:

- safeguard and promote the welfare of each boarder;
- enable our boarders to grow into independent, disciplined and self reliant young people;
- enable our boarders to develop good relationships with all sectors of the community;
- enable our boarders to develop their own moral, spiritual and social values;
- enable our boarders to fulfil their intellectual, academic, sporting and creative potential;
- enable our boarders to have opportunities for responsibility on wing.

We endeavour to fulfil these aims by:

- developing an atmosphere of mutual trust and respect within the boarding community;
- creating an enjoyable environment and community where all can live and work together with tolerance and respect;
- providing time for boarders to discuss issues amongst themselves and with a variety of adults;
- encouraging the boarders to take care of those both on wing and outside in the broader community;
- arranging varied and enjoyable opportunities for relaxation, hobbies, cultural and social outings;
- providing the space for privacy;
- providing accommodation which is comfortable, well maintained and appropriate to the needs of our boarders;
- providing an environment which is safe and free from danger.



The Boarding Staff

The dedicated team of House Staff consists of;
Simon Kingsley-Pallant - Housemaster who is also a member of the senior management team and responsible for the smooth running of boys' wing. He lives on site with his family in the White House which is connected to boys' wing.
Helen Retter - Housemistress. She is responsible for the smooth running of girls' wing and lives on site in the flat at the entrance to girls' wing. Helen has successfully completed a Certificate of Professional Development in Boarding Education with the BSA.



David Ellis is the resident boys' tutor. He shares responsibility for the running of boys' wing with Simon. David lives on site in a flat at the end of the first floor corridor.

Susan Simmons is on duty one evening a week. Susan has also gained Part 1 of the BSA\Roehampton University, Certificate of Professional Development.

Dot Lyon is on duty one evening a week and also works in the Dunhurst library. She is a qualified teacher whose own children are at boarding school.

Anderly Tudor is also on duty one evening a week and during the day works with the Group 1 children.

These core staff are supported by a French Assistant (September – July) and 3 gaps students from January – December each year. On Boys' wing this year we have:

Toby (Gap student), and on Girls' Wing:
Margot (French assistant)
Meg and Sarah (Gap students).

Jo Taylor is the resident Senior Matron and has overall responsibility for the health and physical well being of the boarders. She is supported by *Alex Freeman* who is the resident girls' matron and *Diana Robinson*, part-time assistant matron. Matrons are responsible for all pupils in the school but are closely associated with the boarding community.



Several resident members of staff are on call at any given time and pupils are given clear instructions of how to contact appropriate members of staff.

The wing diaries are filled in every night with a summary of the evening's events and to ensure continuity between staff. A verbal handover is also given if possible. The boarding staff also meet once a week with the Head to discuss current issues, highlights of the previous week, forthcoming events and future plans.

Activities

There are always a wide range of activities organised each evening and we welcome new ideas for things to do, and ask the boarders for their suggestions on a regular basis. Friday nights are 'special' nights at Dunhurst with a wide range of activities organised from fish and chips on the

beach, through to the infamous 'make a chicken' night, Japanese evening, the occasional disco and wide games in the sand quarry.

Bathrooms

These are located around the House. We have a mixture of showers and baths for use. Children are asked to shower from 8.00 pm in the evenings but may also shower or bath in the morning before breakfast.

Bedrooms

Dorms contain three to five beds and rooms may be of single or mixed age groups depending on what is right for each individual child. Children are encouraged to decorate the dorms with posters and other personal belongings.



Birthdays

We celebrate birthdays by the tradition of rattling the tables after singing happy birthday at breakfast and with a cake at supper if requested. Cakes can be brought in by parents or purchased by matrons with the amount added to the school bill. Girls wing maintain a tradition of starting the day with a pillowcase of tiny presents.

Bullying

A copy of the School's Anti Bullying Policy can be found in the policy documentation and a copy is posted on both wings. We do not accept bullying behaviour in any form and it is treated very seriously. Measures are put in place to help our pupils deal with conflict situations in a positive way. Boarders are encouraged to talk to any member of the House team at any time - our doors are always open. If any child feels that they are being bullied, they are encouraged to *speak out*, because bullying only works in a climate of silence. It is the responsibility of every member of the school community to *speak out* if they see anyone behaving in an unpleasant way. Pupils are reminded that there are many ways to make people feel uncomfortable and sometimes, excluding individuals from discussion or friendship groups, 'borrowing' people's property without permission, being verbally unpleasant or going out of their way to avoid particular individuals, are all different kinds of bullying and will not be tolerated.



Of course, we all have days when we feel particularly irritable, or might not be getting on with others as well as we usually do, but learning how to control one's feelings and manage one's behaviour, is a crucial part of boarding and an essential part of growing up. In all cases, our children are encouraged to talk to an adult, or to a peer listener, or to one of the house reps or to their parents as outlined in the policy document.

Common Rooms

Each wing has its own common room, containing a television and DVD player and comfy sofas. Boarders can spend some time in the evening watching TV or playing games or just chatting.

There is also a shared 'loft' area with more comfy sofas, table football and air hockey and the 'hive' area with yet another comfy chairs, table tennis table and table football. Boys and girls can socialize together in these areas and in 'Scoffs', our social area in the basement.

Trains

There is a train that goes to London each Saturday (Friday for groups), at exeats and half terms. It returns to Petersfield on Sunday evening and is accompanied by one of our gap students, who keeps in mobile contact with the school. Pupils are asked on a Monday evening for the following weekend's travel arrangements. Boarders will be supervised at Waterloo (under the clock) by the Gap student until they are picked up by their parent or guardian.

Child Protection

At Dunhurst there is a clear Child Protection Policy (please see policy documentation). Dominic Oliver is Child Protection Officer for the Three Schools and Alan Simmons (Deputy Head, Dunhurst) is the Three Schools Deputy Child Protection Officer. All staff have regular Inset in this important area.

Complaints procedure

If a parent or boarder has a serious complaint, it will be dealt with in accordance with the Dunhurst Complaints Procedure (please see policy documentation)

If parents or boarders have a complaint which is a boarding issue, they can contact Simon or Helen at any time. In many cases, the matter will be resolved by this means. If Simon or Helen cannot resolve the issue, it may be necessary for the parent or child to consult with Alan Simmons (Deputy Head) or Jane Grubb (Head).



Pupils are encouraged to be fully involved in the running of the boarding community and in this respect can post any suggestions or complaints in a box or the book found outside matrons' office. These are regularly looked at by house staff and discussed at house meeting or with house reps.

Communication with the House Staff

We are easily contactable by telephone or email.

Simon Kingsley-Pallant Housemaster 01730 711750 / 076841 71750
e-mail skingsley@bedales.org.uk

Helen Retter Housemistress 01730 711751 / 07920040826
e-mail hretter@bedales.org.uk

David Ellis House tutor 01730 711757
e-mail dellis@bedales.org.uk

Jo Taylor Senior Matron 01730 711753
e-mail jtaylor@bedales.org.uk

Alex Freeman Girls' Matron 01730 711755
e-mail afreeman@bedales.org.uk

Importantly 01730 711753 is the number to ring (matrons' office) if parents wish to make contact with boarding staff or their children during the evening.

Matrons are on call 24 hours a day and school has a medical room which is located near the matrons' office. At night matrons can be bleeped by pushing the orange button on the panels located on either wing.

The Housemaster and Housemistress will contact the parents of all new boarders towards the end of their child's first week and then as necessary. The house staff genuinely welcome any input from the parents and guardians of pupils that will give them a better insight into how we may help and support their child. We will always endeavour to return calls within 24 hours.

Simon's day off is a Thursday and Helen's two half days are Tuesday and Wednesday mornings.

Communication with the Boarders

There is a normal postal delivery. Parcels can be collected from Matrons' office whilst letters and cards are placed in the boarders' pigeon holes situated on either wing.

The school network can be used for emailing although pupils are discouraged from emailing in 'green' periods during the academic day. They should use their free time after activities in the evening for e-mailing family and friends. There is a phone on each wing, which the boarders may use after activity time:

Girls: 01730 711857

Boys: 01730 711856.

Boarders may bring mobile phones, but must agree to hand them in to the matrons by 8.30 pm and sign a contract to this effect. They may collect their phones from the matrons at 7.00/7.30pm, after activities and at 1pm on Saturday. (see **Mobile phone/i-Pod section**)

Counsellor

The School Counsellor, Jenny Yeates may be contacted by placing a note in her post box in the Cobb or by visiting her in her room in the Cobb - she leaves the door open if she is available. Pupils are sometimes referred to the counsellor by a member of staff. These meetings are confidential. We also have a family counsellor, with whom counselling sessions can be arranged for the whole family.

Electrical equipment

The only items of electrical equipment allowed in the House are hairdryers, mobile phone chargers, a small desk lamp and laptops. I-pod speakers are also allowed. Laptops are collected in at lights-out.

End of Term

At the end of term it is important that boarders take everything home. Overseas boarders may leave belongings at Dunhurst but need to pack them sufficiently well to be locked safely in cupboards by the matron. Overseas boarders moving on to Bedales can have their possessions sent up to the Senior School at the end of their final term at Dunhurst. House staff should be notified of these as early as possible. If an early departure is necessary then permission should be sought from the Head. House staff must be informed if departure time is to be later than 4pm on the last day of term.



Pupils are not permitted to leave before the end of term except in exceptional circumstances and permission must be sought by parents from Jane Grubb (Head).

Extra-Curricular Activities

There is an excellent programme of activities on offer after lessons have ended. Group boarders begin their clubs at 4.30pm and then opt for a block activity after supper. Form teachers or tutors help pupils with their choice at the beginning of each term, but parental permission needs to be sought for those activities such as Judo and dance for which there is a termly charge. Pupils can also take on extra, instrumental music, LAMDA, dance and tennis lessons. Request forms need to be filled out prior to the beginning of term. Although it is intended that preps should be completed during the academic day in 'greens', house staff are very willing to encourage and give individual support during the evening. Boarders have access to the school library from after activities until evening snack.



Exeats

There are two exeats in the autumn and winter terms and one in the summer. School finishes at 4pm on the Friday of each exeat. Boarders who need a different pick up time must inform house staff and the Head. Boarders can return from exeat between 6.00pm and 8.00pm on the Sunday.

Fire precautions

It is strictly forbidden to use any product such as matches, lighters, candles, incense sticks or aromatherapy burners on wing, because of the potential danger of fire. Aerosols are also a hazard as the detectors are sensitive to the particles and this can trigger the fire alarm and should not be brought into school.

Boarders are made aware of fire safety procedures on their first day and have a night time fire practice evacuation at least once a term. There are evacuation procedure notices posted in every dorm and on the walls in both wings. If the alarm is triggered at night all beds are checked and all duvets removed by staff on their way out of Wing before they check the boarders at the assembly point on the playground.



Health

Matrons are on call 24 hours a day.

During the day they are to be found in the matrons' office situated at the top of the first flight of stairs to Boys' Wing or on Reception. If not in the office they can be bleeped by pressing the orange button on the panel outside their office. At night, after bedtime, boys should continue to use the office panel, whilst the girls should use the panel at the top of the stairs in Girls' Wing and wait for the duty matron to come to them.

The School Doctor holds a surgery on Friday afternoons in the matrons' surgery opposite their office for routine appointments for boarders and for medicals. Individual appointments are made by the matrons. The School Doctor can be seen at other times at The Swan Street Surgery. The school has two en-suite rooms for sick children. Matrons always keep parents well briefed about any illness or injury and follow strict medical procedures (please see relevant policy

documentation). The matrons operate a mini shop for toiletry items such as shampoo and toothpaste.

Holidays

The school is closed for the three half-terms and three long holidays per year.

The dates are published well in advance and families should make travel arrangements to coincide with these dates. Permission must be obtained from the Head if there is to be any change from the stated times and dates given on the calendar. House Staff must be informed if boarders intend to leave significantly later than the designated time or are returning early. Special arrangements are made for arrival at the beginning of each academic year and details will be posted to parents in the pre-term mailing pack.



House Meeting

There is a house meeting on the first night of term, followed by at least one each half term, but more as the need may arise. Pupils are briefed on the general organization of the term, any forthcoming highlights and encouraged to give constructive input to ensure the smooth running of the boarding community. There is a strong emphasis on the concept of community.

Daily Routine

7.15am	‘Wake Up’ call, followed by a second call
7.40 am	Dorm check carried out by duty staff.
7.45am	Breakfast supervised by house staff
8.15am	End of breakfast, clean teeth, collect bags.
8.25 am	Bell for morning school
	Main school day
4.30pm	Groups Activities
5.30pm	Lessons end for Blocks/Supper for all
6.00/6.30pm	Blocks Activities
7.00/7.30pm	Free time on Wing
8.00pm	Snack
8.30pm	Groups on wing, showers/ready for bed
8.45pm	Blocks on wing, showers/ready for bed
9.00pm	Groups in bed/lamps on
9.15pm	Blocks in bed/lamps on
9.15pm	Lamps out for Groups/quiet talking
9.30pm	Lamps out for Blocks/quiet talking
9.30pm	Silence for Groups
9.45pm	Silence for Blocks

Bedtime may be shortened or extended depending on the season.



Kitchen

There is provision for Boarders to make and enjoy drinks and light snacks in their own ‘on wing’ kitchen during certain times of the year. They must clear up their own mess, wash up and put away.

Laptops

The use of laptops is encouraged in school for those with learning support. If abused by watching unsuitable DVDs or watching DVDs at the wrong time, the privilege of having a laptop on wing will be removed.

Laundry

Bed linen, towels, underwear and home clothes are all laundered in house and are returned to the owners' room or laundry room pigeon hole usually on the same day. Clothes to be washed should be put in the laundry bin before breakfast on Girls' Wing and laundry baskets should be taken to the laundry room before breakfast by the boys.

All clothes, towels and duvet covers should be clearly labelled, able to be washed at 40 degrees and tumble dried.

Meals

All meals are taken in the school dining room under supervision. Boarders must attend all meals and are encouraged to eat a healthy diet. A snack is provided at 10.45am, at 3.50pm and at 8.00pm in the dining Room. Food and drinks must not be taken out of the dining Room. Meal times are as follows:

Breakfast:	Monday – Saturday	7.45 - 8.15am	
Lunch:	Monday – Saturday	12.45-1.15pm	(Groups)
		1.00 - 1.30 pm	(Blocks)
Supper:	Monday – Friday	5.30-6.00pm	
Snack:	Monday – Friday	8.00 pm	

Mobile Phones/i-Pods

Boarders may bring mobile phones into school but are not allowed to keep them during curriculum time. Boarders whose parents are in different time zones may collect and use their phones at appropriate times by arrangement with the house staff and matrons.

In line with our legal duty of care and our desire to protect the children against internet misuse, phones with internet access (such as i-Phones) are not allowed into school. This includes any phone with the potential for internet access even if the internet has been turned off.

Historically phones have been allowed in school to give the boarders an opportunity to phone home during the evening to let their parents know how they are and this is very much the purpose that we intend to stick to. The boarders will be allowed access to their phones for approximately an hour during the evening. Of course, should the need arise and in line with legal requirements and BSA recommendations, boarders can have access to a phone 24 hours a day.



The school has purchased a number of simple mobiles for use by children so that genuine contact with home can be maintained. If you would like your child to have a personal mobile of

this type, the school is willing to purchase it and bill you in the usual way. If you wish to purchase a phone for your child please ensure that it conforms to our phone policy. Personal iPods are allowed in dorms to help the children settle at night, they should not contain films or games as this is not conducive to the children getting a good night's sleep. The children will be asked to sign a phone contract with the House staff on entry to the school and at the start of each academic year.



This action is taken, as always, in light of the legal duty of care that we have, not only to the children within our school community, but also to that of the adults who are part of the children's lives.

Name Tapes

ALL items of clothing, towels and bed linen should be clearly named, preferably using sew-on labels. These sew-on labels should show the full name of the pupil. All stationary, pens etc should also be clearly named.

Passports and tickets

Travel documents must be handed to house staff or be kept with parents or guardians. Parents or guardians are responsible for the purchase of tickets and the organisation of visas and other travel documents except for weekend travel by train.

Pocket money and valuables

All boarders have a lockable bedside cabinet in which they can keep possessions. Pocket money should be handed in to house staff at the beginning of term. Pocket money is given out at Wednesday morning breakfast time. Usually £3 is given to those children going to Petersfield, less if going to Scoffs (in house healthy eating, non profit making café). More will be given at the discretion of the house staff for birthday presents, special magazines etc.



House Representatives

House reps are selected each term to meet with the house staff on a regular basis and discuss issues which have arisen and been passed to them, ideas for Friday night activities, decorations, complaints etc.

Rules and Routine

We have few rules and those that we do have, revolve around the premise that boarders should do nothing which offends common sense, that all individuals are respected and that the community can function safely and happily.

Few sanctions exist on wing – the emphasis is on the individual being responsible for his or her own behaviour within certain parameters laid down by the school. It is important however, to know the boundaries, the reasons for them and understand that all actions have consequences.

It should be noted however that some issues for instance those relating to alcohol or drugs have serious consequences. Please refer to school policy document on discipline.

In house rules include:

- No tuck on wing
- No excessive noise after lights out
- No movement between dorms after lights out
- No showers before 7.00am
- All rooms to be left tidy before breakfast

Sanctions include:

- Tidying common rooms
- Early bed
- Gating on Wednesday afternoon.
- Missing Friday night's activity

Parents may be contacted in some circumstances.



Travel

Weekend travel arrangements should be given to the duty matrons on the preceding Monday, so that train tickets can be purchased in good time. Parental permission must be given to house staff if boarders are to leave Dunhurst with another family, friend or relative.

Worries and Problems

It may be that children sometimes make personal disclosures to House staff. Children are made aware that it is necessary for the school to act upon certain disclosures that they may make, for instance in relation to activities that are illegal or harmful to themselves or others. Children are also informed of various contact points including the Childline number 0800 1111.

The staff at Dunhurst are dedicated to providing a lively, warm and friendly boarding environment in which all our children will feel nurtured irrespective of race, religion, gender, sexual orientation or how often they board. Every effort is made to see our boarders as individuals and to cater for their particular needs and aspirations. Learning to negotiate and solve problems in a courteous, diplomatic and caring manner is encouraged and is a very useful life skill. We encourage our pupils to develop their talents and to learn how to live in a community with all the give and take that this entails. Above all we strive to engender an atmosphere that promotes openness, honesty and care for each other.