

Boarding Principles and Practice at King's Ely



INTRODUCTION

(WHILST THIS IS OUR FORMAL DOCUMENT WHICH I HOPE STAFF, ESPECIALLY THOSE NEW TO THE SCHOOL, WILL FIND USEFUL. OUR PRINCIPLES AND PRACTICES ARE GUIDED BY OUR STUDENTS AND THE EXPERIENCE THEY WISH TO HAVE FROM THEIR BOARDING COMMUNITY. SEE APPENDIX 2 AND 3)

The boarding community at King's Ely is a varied and diverse one. There are significant numbers of UK and overseas boarders. Students have many different backgrounds and needs, and it is the stated aim at King's Ely (KE) to be able to treat all boarders as individuals and provide an environment in which all may flourish.

Boarding at King's Ely is based on the following principles:

- The development of the whole person, physically, spiritually, intellectually, morally, socially and emotionally in an atmosphere of positive encouragement.
- All boarders have a voice – through House and Boarding councils
- Mutual respect and the right to be treated as an individual.
- The right of the individual to not suffer any form of abuse.
- An equality of opportunities.
- The right to privacy.
- Supportive links with parents and guardians.

In addition to addressing physical/emotional needs and providing a secure and safe environment, each house seeks to contribute to its pupils' development in their sense of belonging, their self-esteem, self-respect and self-actualisation.

AIMS AND OBJECTIVES

The aims and objectives of each boarding house will differ in practice depending on the age range and circumstance of the house but will seek to:

- Provide a range of experiences and opportunities and conditions that will encourage self-development: physically, spiritually, intellectually, morally, socially and emotionally.
- Develop an open and trusting ethos in which boarders are confident that they will be treated with respect as an individual.
- Create an atmosphere in which any form of bullying would have difficulty flourishing.
- Develop a sense of responsibility for self, others and the environment.
- Develop boarders' qualities of leadership and the ability to work as part of a team.
- Encourage supportive relationships between boarders, staff and parents.

ORGANISATION OF BOARDING AT KE

The seven boarding houses are:

Hereward Hall – Year 12-13 Boys and older students on the one year GCSE programme

Housemaster-James Houlston: Resident Tutor- Harrison Palmer

School House – Year 9-11 Boys

Housemaster-Pat Green: Resident Tutor - Matthew Adams

Hill House – Year 11-13 Girls and older students on the one year GCSE programme

Houseparent - Charlotte Newman: Resident Tutor - Isobel Smyth

Etheldreda – Year 9-13 Mixed house of Girl's Choir, International students and non-girl's choir

Houseparent - Rebecca Woodward: Resident Tutor – Phoebe Bradbury

Priory – Year 4-8 Boys and Girls

Houseparent – Clare Gorrick: Asst HsM -Elise Burgess

Choir House – Year 4-8 Boys Cathedral Choir House

Houseparent – Loveday Perceval-Maxwell: Asst: Houseparent - Lucy Shute

Wendreda – Year 9-11 Girls

Houseparent – Laura Dixon: Resident Tutor- Amy Sigurdsson

At KE it is expected that the house staff or duty tutors will deal with any matters that arise after school hours. Should further advice/assistance be required, they would call upon the Director of Boarding or any other member of Senior Leadership Team (SLT).

In Year 9, 12 and 13, boarders in King's Ely Senior (KES) are assigned to a mixed tutor group, comprising girls and boys, boarding and day pupils – their tutor may not necessarily work in a boarding house. In Years 10 and 11 pupils will have a tutor from within the house who will stay with them for the 2 years of GCSE.

Whilst tutors in KEJ will take on pastoral responsibilities on their duty nights personal tutoring occurs in King's Ely Junior (KEJ) by way of day Housemasters and Mistresses and Heads of Year.

All students are integrated within the boarding houses.

INDUCTION OF NEW STAFF

Staff new to a position within boarding will follow the structured induction process below. Any concerns should be raised with the relevant house staff and details passed to the Director of Boarding.

- ✓ New Tutors will be inducted by their HsMs. This will include a tour of the house, an introduction to the pupils and one or more supervised/shadowed duties.
- ✓ New Tutors will be expected to complete the New Tutor induction check list within 3 weeks of commencing duties – this will then be signed off and placed in their folder, held by HR.
- ✓ New Housemasters/Mistresses will be inducted by the Director of Boarding. Prior to taking up responsibilities they will spend time “in house” with the current post holder where possible.
- ✓ New Housemasters/Mistresses will meet weekly with the DoB – who will also visit them in house. They will be expected to complete the two-year BSA course if they have not already done so.
- ✓ Staff INSET which takes place before each term will from time to time focus on pastoral issues. Recent training has included Effective Tutoring (in-house) and Self-harming and Eating Disorders.
- ✓ Both the Library and Common Room have a staff section in which several reference books on pastoral issues are available.
- ✓ Should Boarding Tutors identify any training requirements, they should be discussed with the Director of Boarding who will, under normal circumstances, make funding and opportunity available. Of value are professional development courses run by BSA, HMC/GSA and also by Cambridgeshire County Council.
- ✓ The School encourages Boarding Tutors to undertake a first aid qualification either in person or through the online provider Educare.

PROCEDURES COMMON ACROSS ALL KES HOUSES

Meals

Boarders eat breakfast, supper, and all weekend meals in the dining room. Year 12 and 13 eat lunch in the Old Palace Mon-Fri.

MEAL	DAY	TIME
Breakfast	Mon-Fri	07.20-08.10
Lunch (KEJ/KES Yr 9-11)	Mon-Fri	11.40-12.45/13.00-13.40
Supper	Mon-Sun	17.30-18.10
Breakfast -Continental	Sat/Sun	09.00-09.45
Brunch	Sat/Sun	10.30-12.45

Signing out

All houses operate a Signing In/Out procedure for the safety and security of boarders which also applies to Visitors (Parents and Contractors etc). Outside of school hours pupils are expected to clearly state where they are going, the time of departure and when they are expected back; then sign in when they arrive back. House staff have the right to ask pupils about the proposed duration of visits to town etc and can ask/expect students to be quicker.

Permission to be away from the House overnight

Such requests should ideally be made to the relevant Housemaster/mistress at least 24 hours in advance, by the parent/guardian prior to finalisation of arrangements. However, we do recognise that situations may arise in which this length of notice is impractical. When contact is made the following information must be provided:

- Dates and times of absence from the House
- Reason for request

If the arrangements involve another parent, then he/she should also contact the House to confirm the arrangements. **Only under exceptional circumstances should requests be made for absence overnight during the working week.**

Permission for regular external commitments will usually be given. However, house staff will monitor the requests for absence and reserve the right to refuse a request on academic or disciplinary grounds. HsM and/or Resident tutor should know who is in house at any given time and know the approximate return times of those who have gone home or back to guardians for the weekend. If it is a working week absence this information must be shared with the duty tutor.

School policies

It is a requirement that all staff in houses adhere to whole school policies on matters such as Safeguarding/KCSIE as well as drug and solvent abuse, alcohol, risk to health, sexual health, bullying, use of digital technology, health and safety, fire and complaints procedures. All staff working in boarding houses (except domestic) should understand Missing Child procedures.

House handbooks

Due to the differences in age range and circumstances within each House there are some differences in everyday routines and ethos. As a result, each house develops its own identity whilst operating within our stated framework. House handbooks are produced by each house to outline house rules and procedures. Each House has information (in a handbook and/or on the notice board) containing:

- The house personnel. Staff attached to the house and students in positions of responsibility (prefects).
- Brief description of the duties and responsibilities of house prefects
- Student names and room numbers.
- House assembly and roll call times and locations.
- The house routine from morning registration to bedtime and the staff (& students) on duty throughout the week.
- Explanation of the expectations for Prep time and activity time.
- Details on relevant signing out procedures outside the timetabled school day and what areas may be visited.
- Details on procedures to deal with visitors to the house.
- Fire exits, extinguishers, assembly points & the procedures on evacuating the house in case of a fire at night.
- Procedures in case of an emergency in the House.
- Health and Safety
- The procedures for Evening Duty
- How to contact Independent Listeners and other external agencies.
- Photographs and contact details of King's Ely Designated Safeguarding Officers.

Activities for boarders

Boarders have structured prep times throughout the week as published in the house handbooks. Boarders also have access to ICT facilities either provided by the School or brought in from home. All students have access to the school network and internet at published times during the week. All Senior houses have access to the library, at the published times, during prep sessions.

As published; sport facilities are available for KES boarders from 20:20 – 22:15. The Art block and Music School are also available for use by students during the published times. All are supervised.

There is a termly programme of weekend activities each term: these are either organised by a specific house or are external trips such as Go Karting and Paintballing. Standard risk assessments on such trips are carried out by the member of staff taking the trip in consultation with the EVC.

Welfare support services to boarders

Safeguarding is the responsibility of every member of staff whether in or out of boarding.

The Designated Safeguarding Lead (DSL) is Ben Pennington (Dep. Head of KES). Additional details of those trained in Safeguarding are given on the coloured card which accompanies your identity badge.

The first point of contact for HsMs and Tutors with regarding medical issue are the Sisters in the school Medical Centre- details on medical services available to boarders are given in the Almanack and Medical Care Policy.

The main method for recording Safeguarding issues for individuals is MY CONCERN.

If it is judged that a pupil will benefit from counselling, the Housemaster/mistress may discuss this with the Medical Centre and devise a strategy to advise the pupil. The pupil always has the right to refuse counselling.

Boarding staff are encouraged to attend/undertake courses designed by the Boarding Schools Association or Educare to support the welfare of our pupils.

Staff can access and direct students to The Well Being Hub on the front page of the School's Firefly

Medical Details (for further details refer to the school policy on Medical Care)

All boarders should be registered with St Mary's Surgery in accordance with school policy on Medical Care. Details on medication prescribed by, or known to, the Medical Centre will be passed to the relevant boarding house and staff on a need-to-know basis. Details on the procedure for gaining access to medical advice from the Medical Centre are posted in each house and in the Almanack. If a child is a boarder but an Ely resident it is acceptable for that child to retain its own doctor providing the parent is willing to accept responsibility transport from/to appointments. The doctors in the school medical centre have kindly agreed to see such children as a "visitor" if the need arises.

Pupils must carry relevant self-administering medication (e.g. Epipen, anti-histamine) at all times.

Houses have locked medical cabinets to store OTC medicines as overseen by the Medical Centre. Students/pupils individual medical records are stored in the Medical Centre. The Medical Centre constantly audit OTC medication. Any unused medication must be returned to the Medical Centre who will then arrange for its disposal.

The necessary paperwork for boarders who are self-administering and where their medication is kept is stored securely in the house medical cabinet. This file is made available to duty staff in the house so they can deal with relevant medical emergencies. HsMs must keep a file of Medical Protocols such as the protocol for the administration of non-prescription medicines such as Paracetamol. Parents/students should inform their HsM or the Medical Centre if a boarder has been ill during the holidays/weekend at home.

HsMs will keep records of individual boarders who are taking vitamins or other training/sport supplements and regularly check that they are stored in the student's lockable area.

HsMs should ensure that overseas boarders register their medicine with the Medical Centre. Any unregistered or unknown medicines may be removed for checking.

Pupils under 16 whose parents wish them to take a course of vitamins follow the Homely Remedies protocol.

All those working in boarding houses will undertake the annual training arranged by the Medical Centre for the dispensation of OTC meds, Asthma and the use of Epi-pens. No member of the boarding team can dispense meds unless this training has been completed. This is now undertaken on-line through Educare – records are kept of those staff who have completed their training.

ALL STAFF HAVE BEEN SENT THE MEDICAL PROTOCOLS ISSUED BY THE MEDICAL CENTRE IN THE EVENT OF A STUDENT PRESENTING WITH COVID SYMPTOMS – THESE MUST BE FOLLOWED

Storing Information on Boarders

The HsM is responsible for keeping up-to-date and accurate records on all pupils in the House. Information may be held in paper format, (but to comply with GDP regs securely stored) and/or electronically – likely on ISAMS. Where a particular student has specific welfare issues, it is the HsM's responsibility to keep the Welfare Plan (stored electronically and with restricted access), updated and if need be liaise with the DSL and Community Welfare Officer. The tutor in conjunction with the HsM may also add to a pupil's profile on ISAMS. Changes to pupils' contact information or similar should be passed through to administrative support, who will maintain the accuracy of pupil details on the school database. Each pupil also has a file which is administered by the Pastoral PA, Christine Duncan.

Pupil Voice

We want our boarding houses to be happy places where pupils thrive not only academically but also socially. To engage pupils in creating the sort of environments they want, improve relationships between pupils and staff and improve communication between pupils and the school, we make a point of giving them a voice.

Boarding Principles and Practices – The more formal set-up of boarding is in this document. Ultimately Ps&Ps should be decided by students each year. This began in the summer of 2021 and their Ps&Ps will be reviewed by students in Summer 2022.

House Council – All boarding houses have a house council. This body may discuss whole school issues as well as house specific issues. The elected or co-opted students will also represent boarders' views on the Pupil Forum. Some boarding houses raise issues when the whole house is gathered for registration after tea.

Boarder's Council - This meets every half-term and is chaired by the DoB. Houses send reps where they can raise general boarding issues. Occasionally there may be Sixth Form or 9-11 specific meetings.

Boarder's Food Committee - Meets every term and is chaired by the Catering Manager. Houses send reps. To discuss every aspect of the boarders dining experience.

House Visits – Where boarders have specific issues the DoB is always happy to visit the house for an open forum and answer questions.

New Boarders

It is important that new pupils are made aware of both House and School Rules at the earliest opportunity in the academic year. New pupils will be assigned a mentor/buddy to help them settle into the school and house routine. The mentor is expected to help them meet their daily commitments during their first weeks within the House. Each house will have an induction process in place for students arriving at times other than the start of the academic year.

House Refurbishment/ Dilapidations

Fabric and furniture in the House which requires attention should be noted and passed to the Maintenance department via the Firefly e-ticket system. Outstanding items appear on a list on the intranet. Regular inspections need to be carried out by boarding staff. Children should be encouraged to report any H&S and maintenance issues. There is an H&S check in each house each term; issues are reported to Andrew Wallis, H&S Coordinator for the school. Damaged furniture should be removed as soon as possible from the House area. If the damage is found to be malicious then the perpetrator may be subject to sanctions. Charges will be made for damage caused by boarders due to carelessness.

Funds

Each house is assigned a budget for the year; this allows for approximately a take-away treat each term and in-house parties at the end of significant events e.g. House Song competition, Christmas; Summer Term. House funds can also be used for the purchase of games, puzzles, weekend movies through Netflix etc

Charity events and fund raising are an important aspect of developing a healthy house spirit, an awareness of the needs of others and a caring community. Funds raised through such events will be managed under the guidance of the Charities Committee.

Security

All boarders can store valuables in a lockable drawer/box/wardrobe. Boarders should be encouraged to use this facility. Pupils will be advised that valuable items must be insured on their parents' "Home Contents" insurance. Large sums of money can be held by the HsM or stored in the School safe until it can be banked by the student

National Boarding Standards

It is the responsibility of every member of staff working in a boarding house to read and be familiar with the *National Minimum Standards for Boarding Schools: April 2015*. If it is your perception that the school or staff is/are falling short in any of the criteria, it is your responsibility to address the issue through your HsM or the DoB.

Day boys / girls in Boarding Houses

School House is home to a number of day boys; some will have expressed a desire for occasional boarding or be considering becoming a boarder at a later date. In addition to creating an opportunity to convert day students to boarding there are several other advantages of having day students:

- It reduces the pressure of numbers in day houses
- It enables occasional boarding
- It forges social links between boarders and local day students

Etheldreda has a number of girls who are day choristers. These may use Etheldreda as a base, but under the tutoring system will be located wherever their group meets. Depending on their proximity some of the day girls will return for "stay-overs" during religious festivals – Christmas/Easter.

Day pupils in boarding houses receive the same level of tutorial/pastoral care as those in day houses. Whilst it is our intention that day students and boarders are as fully integrated as possible, this should not be at the expense of lack of privacy / access to facilities for boarders.

Boarding House Duties (KES)

The Resident Tutor should become involved with the House as much as possible. They are to act as a sounding board for ideas and problems that the students may have and report back to the HsM. It is important that the resident Tutor is aware of the "atmosphere" in the house which changes dramatically when misbehaviour is pending. It is very helpful if the Tutor can walk through the House en route to his/her flat.

A Resident Tutor may expect to be on duty for 10 full weekends throughout the academic year though how this is split is down to the HsM and the Tutor. If the resident is involved in sport and extra-curricular activities it may be that Saturdays are problematic in which case duties are by arrangement with the HsM.

Weekday Evening Routine (See Prep and Bounds document)

This is dependent on which house you are assigned to as timings can vary from house-to-house dependent on proximity to the school and staff commitments. Each house will register students in the morning, at lunchtime and again in the evening in the form of a "roll call".

Consultation

It is vital that communication within the House is excellent. There will be meetings of House Staff on a weekly basis which will help to facilitate this. There will be an opportunity for a pastoral review each year at which good ideas can be exchanged and concerns expressed.

We claim that our system of pastoral care is excellent. **It is only as good as the House staff that put it into practice.**

APPENDIX ONE - House Noticeboards – list of contents

- Aims of King's Ely;
- Worries & Concerns;
- Designated Safeguarding Lead/Officers and the appointed Safeguarding Governor;
- Parental Complaints and Concerns;
- Anti-Bullying & Social Respect Policy
- Bullying isn't OK
- Boarding Principles and Practice-Student version
- Cyberbullying – seven ways you can stop it
- E-Safety Guidance for Students
- Electronic Equipment
- Electrical Safety
- Drugs, Alcohol & Smoking
- FRANK
- Camquit
- Cycle Helmets
- First Aid Information Notice
- Defibrillator Information Notice
- Boarding Houses – Medication Reminder (herbal remedies etc.)
- Opening Hours of Medical Centre
- Out of Hours GP Care
- Sexual Health – Advice and Services
- Counselling
- Self-Harm Information Sheets
- Tutors & Prefects duty rota and times (*to be provided by HsM*)
- Bedtimes/ Prep-times/ Laundry (*to be provided by HsM*)
- Sanctions/ Boundaries
- House mobile number and how to contact HsM at night (*to be provided by HsM*)
- Visitors' Notice
- Daily Routine (*to be provided by HsM*)
- KE Relationship Policy

Other Items

- Team Sheets
- House Minutes and responses

HsMs to ensure that the below are kept in their House Office (not displayed on noticeboards due to confidentiality):

- Crisis Management - policy and manual
- School Phone Directory
- Contact details of own boarders (*hard copy if needed– to be kept securely*)

Our (Boarders') Principles and Practices

Boarding at King's is diverse: we come from many different countries and have different beliefs. This should be recognised and respected by anyone who wants to board or comes to work in the boarding house.

We understand the relationship between teachers and students. Just as we respect them we would expect them to respect us. It's important we work together to make boarding a positive experience and the boarding house a positive environment.

IN OUR BOARDING HOUSE WE SHOULD EXPECT

- staff to be approachable and to **really** listen to us
- to be treated as individuals – recognising that we all have different things we like and don't
- stuff to work – heating, showers, windows – we know it's not home, but it should be for the basics
- to be trusted – if we break that trust we know there are consequences, but it should be there in the first place
- some privacy – staff should knock then pause for 3 seconds before entering
- staff not to talk about us with other staff in the house where they can be overheard-
- tutors to show an interest in us and be a person we can build a relationship with
- equality of treatment across houses in relation to sanctions and privileges
- honesty with each other and to be able to have honest conversations with staff
- **all** boarding staff to encourage us to be independent
- our voice to be heard in the way the boarding house is run
- to be able to raise issues about the house and the school without fear
- not to feel forced into going on trips or competing but seen as individuals
- to feel safe and secure in the house

WE KNOW EACH HOUSE IS DIFFERENT BECAUSE OF THE STAFF AND THE AGE RANGES BUT WE WILL

- *treat each other with respect, including other peoples' belongings and their personal space*
- *look out for each other and not be afraid to confront students not respecting the house or others*
- *not tolerate any bullying or discrimination in house*
- *take responsibility for what we do*
- *work together to make the house as good as it can be*

Our (KEJ Boarders') Principles and Practice

In our houses there are people from different countries who have different beliefs. This is great and should be appreciated by anyone who wants to board or comes to work in our boarding house.

We think everyone should work together to make boarding a great experience and the boarding house as much like one big home as they can.

IN OUR BOARDING HOUSE WE WANT EVERYONE

- to respect each other
- to be encouraged to be independent
- to show honesty around the house
- to be kind to each other
- to be able to vote for different activities
- to forgive and forget
- to be able to contribute in house meetings
- to be able to express themselves
- to treat each other with courtesy and manners
- to see the boarding community as an extended family
- to be treated fairly and equally
- to be treated as individuals because we all have things we like and don't
- to be trusted –
- some privacy – staff should knock before entering and wait for 3 seconds before entering
- to be treated the same in both junior boarding houses
- to be able to raise issues about the house and the school if there are things we don't like
- to feel safe and secure in the house
- to know that we can talk to a member of the boarding staff day or night

WE KNOW THAT WALSINGHAM AND PRIORY ARE DIFFERENT BUT WE WILL

- *treat each other with respect, including other peoples' belongings*
- *respect each other's personal space*
- *speak to a member of the boarding staff if something is worrying or upsetting us*
- *not tolerate any bullying or discrimination in house at any time*
- *take responsibility for what we do*
- *work together to make the house as good as it can be*
- *respect each other's opinions, even if they are different to ours*