Policy 1.2

Kitebrook Preparatory School Boarding Policy

(Including boarding, day and EYFS pupils)

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Reviewed by:	QXT/SCM
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Kitebrook Preparatory School Policy 1.2 Boarding Policy

NMS for Boarding: 11:1, 5.1, 5.3, 20.1, 20.4, 20.7, 20.8

1. Aims of the Kitebrook school with regard to boarding:

1.1 The boarding provision at Kitebrook aims to provide a safe, supportive and caring environment that promotes pupils' welfare and personal development, while offering flexible boarding opportunities, typically for up to one night per week, to meet the needs of individual pupils and families.

2. Objectives

2.1

- To make sure that each individual boarder feels genuinely cared for
- To ensure that each individual boarder is safe and secure
- To encourage friendships and teamwork
- To encourage self-confidence and adaptability, affirming and celebrating diversity and difference.
- To provide a relaxed, family environment
- To provide facilities that are clean, modern and cheerful
- To develop values that prepares each boarder for senior school and beyond
- To develop the whole personality including good patterns of work and strong community
- To develop supportive links with parents and guardians

3. Location of Boarding

3.1 The boarding accommodation is located on the first floor of the main house. During boarding times, boarders have use of the common room on this floor and the adjacent kitchen area as shared social spaces. The boys' and girls' dormitories are separated by a dividing door, which is kept closed at appropriate times, including during changing and sleeping periods, in order to maintain privacy and appropriate separation. Pupils are not permitted to enter the dormitory areas designated for the opposite sex.

3.2 The common room is a shared space for both boys and girls and is used for supervised social and recreational activities during boarding time.

3.3 The dormitories are private boarding areas and are not used for other school activities, nor accessed by pupils or staff who are not involved in the boarding provision, except where necessary for supervision, welfare or maintenance.

3.4 Accommodation for the Housemistress and Resident Assistants is located in the boarding area. Staff bedrooms are out of bounds for pupils and when unoccupied rooms are locked during the school day and when boarders are in the house.

4. Operational Management

4.1 The Head acts as the Boarding Lead and has ultimate responsibility for the smooth running of all boarding.

4.2 The Boarding Lead line manages the Housemaster (Resident on site), Housemistress (Resident on site) and Boarding evening support staff (Resident Assistants on site).

4.3 Staff roles listed in 4.2 are referred to as the Boarding Team and are noted in Appendix 1.

4.4 The boarding accommodation is designed to accommodate a nominal maximum of 20 boarders on any one night. Although the number of available beds allows for some flexibility in room configuration, the number of boarders admitted is normally below this level. The boarding provision is staffed appropriately for this capacity in order to ensure effective supervision and high-quality pastoral support for all flexi boarders.

4.5 The facilities include two separate shower areas, one designated for boys and one for girls, together with two separate WCs, one for boys and one for girls, located close to the boarding accommodation and entirely separate from staff facilities. This provision allows for an appropriate ratio of sanitary facilities to pupils, in accordance with the Department for Education 'Advice on Standards for School Premises' (2015). In addition, further WCs are available within the main building and are accessible from the boarding accommodation if required.

4.6 The boarding team is responsible for the welfare of the children in the dormitory area, ensuring lights are turned off, the main building is locked and the boarding area is closed once the children are asleep.

4.7 Kitebrook creates and supports an inclusive environment which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all. Any report of a bullying incident or threat of an incident will be taken seriously, recorded and will be responded to in accordance with the Kitebrook Anti-Bullying Policy.

5. Boarding Duties for Resident & Teaching Staff

5.1 No member of staff takes on boarding duties without an induction from the Housemaster.

Induction of boarding school staff focuses on integrating new members into the residential and pastoral community, ensuring compliance with safeguarding, health and safety, and National Minimum Standards (NMS). This includes mandatory child protection training, emergency procedures, house-specific routines, and role-specific training.

The member of staff is given a copy of the Boarding Staff Induction Form that is signed off by both the member and the Housemaster to verify that the induction process was completed, usually within the first few days or weeks of employment.

5.2 The Boarding Team ensures that there is orderly behaviour in the dormitories during bedtimes and after lights out. A member of the Boarding Team remains on site and on call throughout the night.

5.3 An appropriate boarding schedule is put in place, dependent on the weather, to include a hot supper, prep and activities.

5.4 A member of staff from the Boarding Team helps the children to settle down quietly by lights-out, and of course, once the lights are out the children are expected to go straight to sleep. Any problems, though, there are plenty of people listening out, and ready to help. Boarders can contact the Housemaster via the monitor during the night or by knocking on the Housemistress's door.

5.5 Morning: Children are also expected to begin to develop independence (tidying rooms, organising belongings, preparing for school), before going to breakfast (a choice of cereals and fruit and then a hot cooked option or hot buttered toast). After which, they will then return to the Boarding House to complete their chores before registration.

5.6 The duty Boarding Team member of staff is responsible for any Extended Late Stay staff member. The Housemaster will ensure that they have coordinated with the Head of Pre-Prep for the registered numbers

of Extended Late Stay pupils. These pupils will be supervised at boarding dinner and in the boarding common room until they are collected by their parents from the Jam Door.

5.7 The benefits of regular boarding are the fun and companionship, as well as the feeling of happy independence that it fosters – all so helpful in effecting a successful transition to senior school.

5.8 Should boarders have the need to speak to a staff member they can follow the guidelines on display in the bedrooms. The Independent Listener for Kitebrook is Julie Mitchell and her number is 07771660864.

5.9 Boarders' Induction
Kitebrook offers pupils in Years 4, 5, 6 , 7 and 8 a gentle transition into their boarding education. It is hoped that all pupils will have had at least one visit to boarding before starting as a boarder. Open Days and Prospective Pupil Tours provide further opportunities to meet Boarding Staff and to view the house. First time boarders and their parents can view the Kitebrook Boarding Handbook as a guide before they start, and it is recommended that they meet the Housemaster before their first night - as part of their induction. All new pupils are allocated a 'buddy', an experienced pupil from their peer group who takes their charge under their wing and seeks to help wherever they can. The 'buddy' reports back to the Staff on Duty and as part of our supportive link to parents, we send them a short message of reassurance at the end of the evening.

5.10 Pupils contacting Parents
While pupils are not permitted to bring mobile phones to school, they have access to a number of options to contact their parents. In the common room is a landline and the boarding mobile phone is also available. With permission of the Duty Staff they may email their parents, or staff will do that on their behalf.

6. Arrangements for boarders who become unwell (with and without COVID-19 symptoms)

6.1 The Housemaster and Housemistress are qualified first aiders, and have access to the medical room at any time in addition to a first aid kit held in the boarding office. Please refer to the Common Infectious Disease Policy and Administration of Medicines Policy for non-COVID-19 illnesses.

6.2 All boarders have access to and can contact the duty staff member at all times and can call for help should they become unwell during the night. The duty staff member can also be alerted to boarders becoming unwell during the night via the monitoring system connecting the boarding house and the Housemaster accommodation, or by calling on the Housemistress at her room.

6.3 In the event of any boarder becoming unwell, or requiring medical attention beyond the competency of a first aid trained staff member, the duty staff member will contact the Head (or member of the leadership team in their absence) and parent or guardian of the boarder to communicate the appropriate course of action decided upon by the school, be that urgent medical attention at the local hospital, or the need for a GP appointment, or pharmacist's advice.

6.4 In an emergency situation, the duty staff member would phone for an ambulance immediately and inform the Head straight afterwards.

6.5 In accordance with the School's Medical Policy, if a boarder presents with symptoms of illness such as vomiting or diarrhoea, parents or guardians will be contacted and asked to collect their child as soon as possible. While awaiting collection, the pupil will be appropriately supervised and isolated from other pupils in order to protect their welfare and to reduce the risk of infection. The school has a designated spare dormitory available for this purpose, if in boarding time.

If, in exceptional circumstances, a pupil of the opposite sex also requires isolation at the same time, an alternative spare dormitory will be used to ensure appropriate separation.

During this period, the unwell pupil will use a designated toilet and washing facility (the girls' boarding toilet), which will be reserved for their sole use, and clear notices put up to highlight this. During this time, girls will use alternative facilities within the main building and accessible from the boarding accommodation. Once the unwell pupil has been collected, the designated facilities will be thoroughly cleaned and disinfected before being returned to general use.

As boarding at Kitebrook is offered on a flexible, short-stay basis, pupils who become unwell will not remain in boarding overnight. The above arrangements are therefore temporary measures designed to ensure that pupils are kept safe, rested and appropriately isolated while awaiting collection by their parents or a designated carer.

7. Boarding Development Plan

7.1 Please refer to the Boarding Development Plan.

Appendix 1

Boarding Team members:

Name	**Position in School**	**Role in Boarding**
Tim Knapp	Head	Boarding Lead
Quinton Tait	Maths and Games teacher	Housemaster
Sarah Medcraft	Teaching Assistant	Housemistress
Lucy Evans	Resident Assistant	Resident Boarding Assistant
Patrick Straford	Resident Assistant	Resident Boarding Assistant