



## **Boarding Principles and Practice**

This document is for the attention of all boarding staff, students, pupils and parents. It outlines our aims and organisation of boarding at Trent College.

Boarding at Trent College 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.
- Mutual respect should be observed by staff & pupils alike; together with the right of every person to be treated as an individual.
- The right of the individual to feel safe and not to suffer any form of abuse.
- An equality of opportunities.
- The right to privacy.
- Trent is a home from home for boarders and provides supportive links between the school, the boarders and parents.

In addition to addressing physical needs and a sense of security and safety, each house seeks to contribute to its pupils' development in their sense of belonging, their self-esteem, self-respect and self-realisation. Our boarding provision is evaluated by Ofsted on an annual basis against standards mapped to the Every Child Matters framework. We also evaluate the quality of our boarding provision on an annual basis.

### **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; all however have the common aim, to:

- Provide a range of experiences and opportunities within conditions that encourage the development of the full character.
- Develop an open and trusting ethos in which boarders are confident that they will be treated with respect as an individual.
- Provide a safe environment in which boarders can enjoy growing up.
- 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 and make a positive contribution.
- Encourage supportive relationships between boarders, staff and parents.

## **Boarding Life**

We certainly hope all those who have opted to board will both enjoy the experience and gain much from it. For those who have not boarded before, the relief of being free from the daily journey to and from school will be considerable and there will be a gradual awareness of how much valuable time this took up each week. In order to make profitable use of this time there is a specified prep period every evening during which boarders have access to academic resources & ICT facilities. Boarders will also have even more possibilities of gaining from the many and various extra-curricular activities that are open to them at Trent and more time to relax and socialise with friends.

“living as a boarder you will learn how to become more self-reliant and you will also learn how rewarding it can be living with others in a community & sharing time and experiences with them”

Boarding develops confidence, independence, social skills, respect for others and a sense of responsibility for the welfare of the community. We commonly find that a consequence of boarding at Trent is that you become more tolerant and less selfish, both of which are excellent qualities to develop. Boarders make strong friendships upon whom they can depend for support when life, as it can, becomes demanding. All of this provides excellent preparation for the different demands that will be made of those who move away from home.

Inevitably if you are part of a community there have to be some clear expectations for all to follow if the system is to operate successfully. These are made clear within the school policies which are available on our web site, and the procedures common to all boarding houses as detailed in this handbook.

## **Organisation of boarding at Trent College**

The four boarding houses are:

Shuker: Boys' Main School and Sixth Form

Bates: Girls' Main School and Sixth Form

Blake: Boys' Sixth Form

Martin: Girls' Sixth Form

## **Staff**

Shuker:

Resident staff: P Millward (HoM), O Clayson (Assistant HoM),

Non resident: A Stevens & M Stevens each cover a duty night.

Bates:

Resident staff: D Webster (HoM), Olivia Thornton (Assistant HoM),

Non resident G Green & P Robinson cover a duty night

Blake:

Resident staff: K Taylor (HoM), S Thorpe (Assistant HoM),

Non resident: A McKenna, G Hope, J Marriott all cover a duty night

Martin:

Resident staff: C Rayfield (HoM), J Hunter (Assistant HoM),

Non resident: E. Matthews, S. Stewart & S Harris all cover a duty night

The Deputy Head (Pastoral) is the head of boarding at Trent.

The Housemaster or Housemistress is responsible for the management of their house. There are slight differences in the organisation of each house, but, regardless of the differences, the welfare of the boarders and the boarding staff is always paramount.

Each house has its own team of cleaners. There is a Main School Matron (Maggie Douglas) to oversee the welfare of all boarders in Bates and Shuker. The Housekeepers in Blake (Georgina Richardson) & Martin (Sue Woollett) cover the House during the day and can be contacted by the boys & girls. There is always an adult presence in each house and the boarders are aware, at all times of the day, of who is responsible for them.

Meetings of the Deputy Head (Pastoral), Deputy Head (Academic), Housemistresses and Housemasters, Regulations and Welfare Officer, Head of Main School and Head of Sixth Form are held regularly to deal with all boarding matters. The Head and the Bursar occasionally attend these meetings as required. Each term this group are joined by the School Medical Centre Nurses, the Housekeepers and the Matron to review all medical policies and procedures to ensure they are consistent, compliant and effective.

### **Induction of new staff**

Staff who are new to a position within boarding follow a structured Induction process so they are fully aware of our procedures and fully able to care for the wellbeing of our boarders. Any concerns should be raised with the relevant house staff and details passed to the Deputy Head (Pastoral).

The induction process will include a full briefing on our Child Protection procedures so the welfare of all boarders is safeguarded and a briefing on Anti-bullying. Every member of our boarding staff will get a full list of all relevant policies in a folder together with this handbook.

Staff within the boarding community are also encouraged to attend BSA organised courses. In every house there are 2 folders containing the complete set of BSA newsletters covering a variety of examples of good practice in boarding communities (including Effective Welfare Policies, Cyberbullying, Searching Pupils Rooms, Child Protection guidance, Homesickness and Meeting the Emotional Needs of boarders).

### **New Boarders**

Most new boarders join the house at the start of the academic year. Occasionally, if there is space in a house, a boarder may join during term. Regardless of when they join the house, every effort is made to make new boarders feel welcome in their new home. There are a wide variety of house events organised when new boarders join the house so they can get to know their fellow boarders in relaxed circumstances & make new friends. They are also welcomed into house life by all staff

and the House Prefects. The Housemaster or Housemistress and the Head of House also monitor how well new boarders are settling into the house. The vast majority of our boarders settle into house life with great ease and make many lifelong friends within the boarding community.

Very often, new pupils are assigned a 'buddy' to help them settle into the school routine. The buddy is expected to help them meet their daily commitments during their first weeks within the House. New pupils are made aware of the School Rules & House Regulations at the earliest opportunity. New boarders are issued with this handbook, the House Handbook and a set of relevant policies. They will be stepped through the policies and procedures and required to sign up that these are understood and accepted. They will also be made aware of the staff within the house who are responsible for their welfare at different times of the day and week. Housemistresses and Housemasters evaluate how well new boarders have settled into the house as part of their annual house review.

There are no initiation ceremonies performed in Houses which could cause pain, anxiety or humiliation.

### **School Policies**

At the beginning of the Michaelmas term every parent is advised to consult the School Policies, published on the website and available in hard copy. These policies will give a clear indication of the principles that the School wishes to maintain on a whole range of issues and the systems that we have in place to try and uphold these principles. Each member of staff and boarders will also have access to hard copies of relevant policies, so all members of the Trent community are able to uphold these. Should a policy be revised, which hopefully will be rare during the course of an academic year, this will be communicated to both parents and pupils through the website.

A list of policies relating to boarding available at July 2009 is as follows:

Alcohol Policy	Investigation
Anti-Bullying	Leave of Absence
Anti-Smoking	Medical Care
Boarding Principles and Practice	Parent Complaints
Behaviour Management Policy	Pupil Complaint
Child Protection Policy	Provision of Prescription Medication
Crisis Management Policy	Provision of Non-Prescription Medication
Drugs & Solvents	Risk to Health
Equal Opportunities	Searching a pupil
Ethos & Aims	Sexual Health
Health & Safety Policy	Students Driving to School
ICT Acceptable Use	Whistleblowing

## Procedures common across all Houses

### Signing out & Visitors signing in

All houses operate a signing out procedure for the safety and security of boarders. It is essential that the member of staff on duty in each house knows the whereabouts of boarders in his/her care. All visitors to the house also sign in on the Visitors book.

### The Daily Routine

Mon – Fri

0700–0730	Wake up
0730 –0810	Breakfast
0810 – 0815	Registration in House
0830	Registration with tutors
0835	School commitments – Chapel/Year group assemblies/Tier assemblies/tutor time
0900	Period 1
1235–1345	Lunch time
1615	Lessons end – tea

Boarders are allowed off campus when they have finished academic lessons provided they have no further commitments, have been granted permission and have signed out.

1635	Activities
1730	Supper
1825	House registration
1830	Prep
2000	End prep for Years 9 and 10
2030	End prep for Years 11,12 and 13

Saturdays

Breakfast as Monday–Friday

0840	Period 1
1200	Lessons end and there is lunch in the Obolensky

Boarders not staying Saturday night leave after academic lessons or sporting commitments

1700	Tea for Boarders staying at school on Saturday night
1800	Meet on the Terrace for cinema trip

Bedtimes

Year	In Room	Lights Out
9	9.45	10.00
10	10.00	10.15
11	10.15	10.30
Sixth Form	11.00	–

## **Meals**

All meals are served in the Obolensky. If any meal is going to be missed due to a school commitment then arrangements should be made with the Catering Department to ensure food is kept for all relevant boarders.

## **Sixth Form Privileges**

Sixth form are allowed out (Long Eaton only) at lunchtime (1235 –1345) in suits provided they have permission and have signed out.

Students are **not** allowed out during lesson time.

Suits (or games kit on Tuesday and Thursday) must be worn on and off campus until 1615 except in the Houses where casual dress is acceptable

Year 13 *only* are allowed, with prior permission, to visit Eaton Farm pub on a maximum of two of Wednesday, Friday and Sunday evenings per week after 2100. Alcohol consumption must not exceed the limits stated in the school policy on Alcohol.

## **Chapel**

All students and staff should respect the Christian foundation of the school and treat the Chapel as a physical representation of this.

There is normally a Chapel Service at 2100 on the first Sunday evening of each term and after half terms. Throughout the year there are several additional Chapel Services at 1930 on Sunday evenings and at 1820 during the week. The programme for each term is published in advance so that parents and Common Room can arrange other activities and events to avoid clashes. As we give advance warning of the schedule for these services, we would only grant a request for leave of absence in exceptional circumstances. This means we recommend all parents make sure that the Sundays when there is a Chapel commitment for boarders are firmly entered into diaries and other engagements are then made to fit around this commitment. All parents are most welcome to attend any of our Sunday services.

Whenever there is a Chapel Service boarders are expected to return from home to their Boarding House soon after 1800 so they can check in and attend Chapel.

The Chapel is open every evening should a boarder wish to have somewhere to quietly reflect.

## **Permission to be away from the House overnight**

Such requests must be made to the relevant Housemaster/mistress at least 24 hours in advance by the parent/guardian and prior to finalisation of arrangements. When contact is made the following information must be provided:

- Dates and times of absence from the House
- Reason for request
- Where the boarder will be staying

If the arrangements involve another parent then he/she should also contact the House to confirm the arrangements.

Permission for regular external commitments will usually be given. Permission to attend midweek (including Friday night) parties will not usually be granted. Frequent absence from the House is

disruptive for the individual and the community and the Housemaster/mistress is likely to discuss repeated requests with the boarder.

### **Weekends**

Any boarder wishing to stay in the House over the weekend should inform the HoM by the previous Wednesday morning.

Weekly boarders should leave the House on Saturday as soon as commitments have finished. The school assumes that boarders who are going home for the weekend are under the care of their parents. Should this not be the case, permission should be requested in the same manner as during the week. Students are not expected to return to the House before 1830 on Sunday evening unless they have a school commitment such as a Field Day activity, a play rehearsal, a team fixture etc. on the Sunday and an earlier return has been agreed in advance with the HoM.

On those weekends when there is no Chapel Service on Sunday evening, the boarder either has to be back in School by 2130 on Sunday or by 0815 on Monday.

On those Sundays where there is an evening Chapel Service all boarders must be back in School no later than **half an hour** before the start of the service.

### **Exeat weekends**

Ordinarily, during an Exeat weekend, a boarding house is not under 'normal' weekend conditions and pupils and students spend the weekend with their parents/guardian.

Students are expected to leave the House as soon as possible after 1615 on Friday and return after 2000 the following Sunday.

### **LEAVE OF ABSENCE**

If there is need to seek leave of absence, the procedure described below must be followed (further detail can be found in the School policy on Leave of Absence).

- The Head of Tier should be contacted either by letter, telephone or E-mail.
- Such contact must be made **before** any arrangements are finalised (to issue us with a 'fait accompli' is not acceptable).
- When contact is made the following information must be provided:
  - the dates and precise timings of the proposed absence from school;
  - a clear reason for the request.

**N.B.** If the absence from school will provide a clear educational benefit for the student, its chances of being authorised are more likely but certainly not guaranteed. Absence for an unforeseen, urgent medical need will normally be supported, however, where possible, routine dental or optical appointments should be booked in the school holidays. When the Head of Tier has been contacted, he or she will refer to the School Policy on Leave of Absence and consult all interested parties before deciding whether the requested absence can be authorised. Parents will receive a response within three days of the School receiving the request.

### **Students Driving to school**

No student may drive to school, or be driven to school by another student without the clear permission of the Head of Sixth Form. Before any student drives him/herself to or from School or uses a car for any School commitment, it is essential that the school policy on Students Driving to School is studied carefully. This policy on the school web site. Any breach of our expectations on this policy is taken most seriously.

### **Facilities and Activities for boarders**

We want boarders to enjoy their time at Trent, to feel supported in their studies and refreshed by their activities. Boarders should feed back their views to their Housemaster or Housemistress on activities they would like to be organised during the week or on an occasional basis. We also want boarders to enjoy our wonderful grounds both for relaxation, social gatherings and activities. This must be under safe and secure circumstances. In order to ensure boarders' safety, we have full risk assessments for all areas of the campus; these are regularly reviewed by the Director of Estates Services. In order to ensure boarders are secure, we have two full time residential security staff. These staff are on call 24 hours a day and give boarders a full security briefing (including, where to avoid on site, who to contact if a suspicious character appears and how to conduct yourself so this minimises any risk of harm when coming into contact with strangers).

During the week boarders have access to the Swimming Pool, the Astro pitches, Music department & the Sports Hall at designated times. The general grounds and the Chapel are also accessible. A member of staff will be allocated to supervise the use of these facilities. The current programme of evening activities does change on a regular basis depending on boarders' preferences and the time of the year – house noticeboards should be checked for the most up to date list.

Boarders also have supervised access to ICT facilities in SC2 for Main School and the Wortley Centre for Sixth Form every evening from Monday to Friday. Practically all students have access to the college network and Internet via a filtered service from their rooms.

Weekend activities (outside Exeat weekends) are organised for boarders including Saturday night Cinema Trips & occasional Theatre, Horseriding, Paintballing and Alton Towers Trips. Standard risk assessments on such trips are carried out by the member of staff taking the trip & approved by our Educational Visits Coordinator.

In order to provide additional entertainment & raise morale, houses organise a wide variety of activities including: Sports nights, Competitions, Speed Dating, BBQs, Film Nights, Quiz nights etc. Many of these fun activities are organised by boarders on Friday nights.

Boarders are also encouraged to attend music concerts, school plays, art exhibitions, sports fixtures, lectures and many other events which are organised throughout term.

### **Rewards & Sanctions (taken from the Behaviour Management Policy)**

Trent College is a vibrant, stimulating and civilised environment in which all members of our community should feel challenged, respected and safe. Our Behaviour Management Policy seeks to shape good behaviour by effective use of education, rewards and sanctions. We also encourage students to take full responsibility for their actions and for the consequences of these.

### **Rewards**

Staff are encouraged to ensure that all aspects of positive behaviour are rewarded and are relative to the capabilities of the individual. It is hoped that students will be regularly rewarded for their achievement, improvement and/or effort inside the classroom, in activities, in boarding houses, in

Year group areas and in all aspects of school life. In order to create a positive achievement culture, it is hoped that all staff will spend more time issuing rewards than they do administering sanctions. Rewards issued should be communicated to relevant staff (Tutor, Head of Year &, for boarders, Housemaster/mistress). Our system of rewarding students will be effective (in that it will serve to raise the standard of behaviour within our school) if staff use it frequently and consistently and students feel the awards are worth aspiring toward. The actual rewards issued are different in individual tiers: Lower School operate a stars system which results in them being awarded certificates and book tokens when they reach particular milestones; Main School & 6th Form receive Praise Cards which are sent home to parents.

There is also a Colours awards system which operates within 6th Form and Main School. The rewards and criteria for being presented with Colours is given below:

Name	Actual award	Age group	General criteria for award
Half Colours	Tie for Main School Certificate for Sixth Form	Main School (Year 11) & Sixth Form	Considerable contribution to Drama, Music or Sport.
Full Colours	Cuff links for boys Brooch for girls In presentation case	Sixth Form	Consistent high achievement in, and contribution to, Drama, Music or Sport.
Honours	Cap	Sixth Form	Considerable contribution to, and national standard reached in, Drama, Music or Sport

Students were involved in the planning stages for the designs of all Colours awards.

Our systems of rewards are agreed with our students through their Student Councils so the rewards they receive are relevant to the age group and serve to inspire and motivate. As a result of dialogue with our students we have retained 'tangible' rewards in Lower School whilst moving toward validation by personal recognition which consolidates important staff-student working relationships as students progress through Main School and Sixth Form.

The main academic awards (and other rewards for whole school commitments) are given out to all year groups on Speech Day.

Expanding the displays of students work (artwork, designs, academic subject posters and honours boards) and pictures of various successes around the school is strongly encouraged as it brightens areas up,

motivates students and gives them ownership of all parts of their school. The school web site also provides a good medium for recognising students successes and is regularly used for this purpose.

### **Sanctions**

All staff should expect to teach, tutor and, for boarding staff, to live and work in a civilized and stimulating environment. This requires students to behave in a cooperative manner and respect the school rules (which are published in the calendar). If this is not the case then there may be a need for sanctions to be used to get the student to reflect on their conduct and change their

behaviour. Students should always understand why any sanction is being used; in this respect 'community tasks' such as scraping up chewing gum, tidying a common room, collecting litter, assisting prefects with lunch door duty etc. can prove effective. Setting short term behavioural targets should play a major part in seeking to change behaviour. This has been seen to work, providing the students know what they have to do in terms of improvement and are regularly and clearly directed toward this. The following sheet of this policy details the disciplinary sanction guidelines.

Classroom teachers should always take the responsibility for establishing a positive working environment in their lessons. Heads of Year should take responsibility for maintaining a civilized environment in their Year group area. Housemasters/mistresses should take responsibility for establishing a homely, caring and civilized environment in their house. As part of their responsibility, these staff may have to impose sanctions for poor behaviour. Tutors do not administer sanctions as this has been seen to contaminate their role. Sanctions may be administered by teachers, Heads of Department, Housemasters/mistresses, Heads of Year, Heads of Tier, Deputy Heads or the Head. Tutors (and teachers) should discuss the underlying cause of the behaviour pattern which led to the sanction and support the students in bringing about an improvement.

Breaches of the ICT acceptable use policy will invoke a level 1 sanction involving the removal of the student from the school network, the issuing of an explanatory note and new Acceptable Use Policy to the student via the tutor. Re-instatement on the network will occur when the student returns the AUP signed by them and their parent or Housemaster/mistress. In the case of more serious incidents the Director of ICT will be informed, will liaise with the relevant tutor & Head of Year and the sanction level may start at a higher point (dependant on the evidence).

The investigation process for any serious misdemeanour is fully explained in the Schools Investigation Procedure which is published on the Web Site. The likely consequences of a serious misdemeanour are outlined below:

- A Formal Warning, normally issued by a Deputy Head to the pupil in a Disciplinary Hearing with their parents. The Formal Warning is held on file for one year and relates to the particular behaviour demonstrated. This may be for recurrent issues to do with behaviour in lessons, in Houses or around the School in general. Any recurrence of the behaviour is likely to result in:
- A Final Warning, issued by the Head to the pupil in a Disciplinary Hearing with their parents. The Final Warning is held on file for one year and relates to the particular behaviour demonstrated. Any recurrence of the poor behaviour is likely to result in the pupil being required to leave School permanently.
- The pupil being permanently excluded from the school for Serious Misconduct (as outlined below & as stated in the School Calendar)

**Serious Misconduct which may result in exclusion or removal:**

- Persistent attitudes or behaviour which are inconsistent with the school's ethos such as persistent failure to complete school work or continual failure to co-operate with staff.

- The supply, possession or uses of drugs and solvents or their paraphernalia or substances intended to resemble them.
- Theft, blackmail, physical violence, intimidation, racism and persistent bullying.
- Misconduct of a sexual nature; supply and possession of pornography.
- Possession or use of unauthorised firearms or other weapons.
- Vandalism.
- Computer hacking and/or misuse of the School's ICT facilities.
- Other serious misconduct towards a member of the school community or which brings the school into disrepute (single or repeated episodes) on or off school premises.

In addition, a student may be required to leave if, after all appropriate consultation, the Head is satisfied that it is not in the best interests of the student, or the school, that he/she remains at the school.

Physical restraint should only be used in extreme circumstances and any use of restraint by any member of staff must be consistent with our policy on the Use of Restraint and fully documented.

**In the boarding houses the common sanctions are:**

<b>Misdemeanour</b>	<b>Punishments</b>
Late up or late to bed	Early to bed
Anti-social behaviour (too much noise)	On occasion students may be
Inappropriate use of mobile phones or notebook computers after lights out or during prep	House gated (not allowed to sign out of the house to go in to town)
Leaving a mess	Carry out a community task (such as tidying up kitchen area)
Minor damage	

If any boarder fails to co-operate with their House staff then the HoM will follow the sanction structure in consultation with their Head of Tier and the Deputy Head (Pastoral).

In the case of repeated misdemeanours which disrupt the education of other boarders, the individual concerned may be suspended from boarding for a period of time. If the behaviour does not improve they may be removed from the house permanently. This will only take place as a last resort and after meetings with the Head.

## **Procedure for searching for and, if necessary, reporting any boarder missing from school**

If there is a suspicion that a boarder has gone missing from school during term time the Housemaster/mistress of the Boarder should be informed immediately. If the Housemaster/mistress is unavailable then the Deputy Head (Pastoral) or Deputy Head (Academic) should be informed.

Initial investigation should establish (via contact with the boarders tutor & checking the current calendar of events on the network) that the student is not on an out of school commitment such as sport, music, drama, theatre trip, external lecture, University visit, medical appointment, DoE expedition etc. In establishing the cause of the absence Emails, Common Room notices, Sports Notice board, School Office and the student's friends should be checked & mobile phone contact made if possible. A Child Protection Officer & the Medical Centre should be contacted to see if there is any cause for concern with this pupil which may lead to emotional difficulties. If no satisfactory cause can be established then the incident should be documented, including the date and time, the student(s) involved, the member of staff initially reporting the incident, the action taken and any subsequent reasons given by students for their absence. Staff must take care to fully document the incident. The Housemaster/mistress or Deputy Head (Pastoral) should contact the parent or guardian of the student to investigate the incident and/or follow up any leads from friends of the student. If the student cannot be located by the Housemaster/mistress or the Deputy Head (Pastoral) or parents then the Head should be informed to initiate a wider search procedure including contacting the Police.

Such an incident, with no justifiable reason for absence, will be treated as a serious disciplinary matter.

Outline timeframe for reporting a missing boarder (unless otherwise stipulated in that boarders welfare plan):

Immediately	Housemaster informed
During first search	Key school staff informed (Tutor, Head of Year, Head of Tier, School Office, School Counsellor, Security, persons running any relevant out of school activity), attempt to make mobile phone contact via boarders friends
As part of investigation on whereabouts	Housemaster informs Deputy Head (Pastoral), School Security & parents (within 2 hours)
After investigation on whereabouts	Head (before 21.00 or within 2 ½ hours) informed & wider search instigated including contacting the Police

If there is a serious concern over a missing boarder then the police will be alerted as soon as this concern emerges.

If it is established that the absence was due to distress then the College will provide support in line with its child protection procedures & in consultation with the School Counsellor

## House handbooks

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

- The house personnel. Staff attached to the house and students in positions of responsibility (prefects).
- Student names and room numbers.
- House assembly times and locations.
- The house routine from morning registration to bedtime + the staff (& students) on duty throughout the week.
- Explanation of the expectations for Prep time.
- Details on relevant signing out procedures outside the timetabled school day and what areas may be visited.
- Details on Town Leave (& for Sixth Formers the pubs they are permitted to visit & evenings they may visit).
- 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 guidelines
- The procedures for Evening Duty and for the current evening & weekend activities.

## Welfare support services to boarders

Boarders may take a personal or welfare concern to any member of staff they feel comfortable with. Normally this would be their Tutor or one of the house staff. Boarders may also call the Independent Listener. The school regularly reviews its support to the boarding community and, at least annually, involves pupils and parents in these consultations.

Any pupil who wishes to make a complaint should do so in accordance with the Pupil Complaints policy and pass the complaint on verbally, by Email or write up a brief summary of this on a note and pass it on to a member of staff.

Child protection officers are the Reverend Haggis and Justine Rimington. Additional details on the School Welfare services are given in the School Child Protection Policy.

First point of contact for medical advice is the Sister in the Medical Centre – details on medical services available to boarders are given in the Medical Care Policy.

If it is judged that a pupil will benefit from counselling then the Housemaster/mistress should inform the Deputy Head (Pastoral) of the issue or discuss it directly with the School Counsellor which may result in a one-to-one meeting being set up to assess their need. The boarder may choose not to meet with the School Counsellor. Sixth form students may self refer to the School Counsellor.

If a boarder feels there is nobody in the School they can communicate with regarding a welfare issue then the numbers of the local Childrens Social Care Office, Ofsted & Childline are listed together with the Local Authority Designated Office for Child Protection for allegations against members of staff & volunteers. The numbers of Independent Listeners are also given so boarders can call on support from someone not immediately associated with the school.

March 2010

Boarding staff are encouraged to attend training courses for their own professional development and so they can better support the welfare of our pupils.

Trent is also in partnership with the Boarding Schools Association which runs regional training courses based at Trent twice a year. All Boarding Housemasters and mistresses are strongly encouraged to follow the training courses run by the BSA.

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

All boarders should be registered with the Overdale Medical Practice 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 HoM. This information must be kept in a file which is accessible to the Boarding HoM and the house duty staff.

Details on the procedure for gaining access to medical advice from the Medical Centre are available in each house.

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

All houses have areas to securely store first aid equipment & any relevant medication.

Students/pupils individual medical records are stored in the Medical Centre.

Any unused medication must be returned to the Medical Centre who will then arrange for its disposal.

Boarding HoM's keep a file of boarders who are self-administering and where their medication is kept. This file is made available to duty staff in the house so they can deal with relevant medical emergencies.

Boarding HoM's and duty staff have all policies and documents relating to medical matters given in the back of the policies folder.

Parents/students should inform their HoM or the Medical Centre if a boarder has been ill during the holidays/weekend at home.

Every boarder has secure storage in their room in which medication can be kept.

Key medical details about particular boarders are written up by the HoM on their Individual Welfare Plan which is maintained by the HoM and updated with information from the medical centre, school staff and parents.

Medical procedures, policies and practices are reviewed by HoMs, the Regulations and Welfare Officer, Housekeepers, Matron, Deputy Head (Pastoral), Head of Sixth Form, Head of Main School and all 3 School Nurses on a termly basis.

## **Medical Care for boarders (full details are given in the policy on Medical Care)**

### **Surgery Times:**

Mon – Sat: 0800 – 1700 outside this time and on Sundays the sister is on call for emergencies

No student should go to the Medical Centre at 1035 (break time) unless he/she has been given an official appointment (emergencies excepted). Students who are taken ill during lesson hours must first seek permission to go to the Medical Centre from the relevant Tier support, their HoM or Assistant HoM.

If a boarding student is taken ill after 1700, the HoM or tutor on duty in the House must be contacted so that he/she can alert the Medical Centre of the problem or call an ambulance.

Hospital appointments are made by the Sister. All students must report back to the Sister at the Medical Centre after attending such an appointment. Routine dental and optical appointments should take place in the holidays (Sister will make arrangements when there is an emergency).

Except in an emergency, students should not use Private Study periods to visit the Medical Centre. No student visiting a patient in the Medical Centre should go into a ward, day room or isolation room, without having first reported to the Sister.

### **National Health Service Act**

All boarders are strongly encouraged to register with the Overdale Medical Practice. The provisions of the above Act entitle persons to choose, for general medical care, any Doctor taking part in the service within the area where they live, assuming that the Doctor is willing to accept them. Parents or Guardians, or other persons in charge, choose the Doctor for their children. Since the boarders spend considerably more time at school than home, it appears to be proper that the Doctors chosen for the boarders should be those associated with the school rather than the home district and, in the opinion of the Department of Health, this arrangement is administratively convenient.

The Overdale Medical Practice, which provides the medical support for boarders at Trent, takes part in the service. Under the provisions of the Act, a parent is free, as has been indicated, to choose any Doctor in the School area, but the school cannot allow anybody other than those registered with the Overdale Medical Practice to make full use of the Medical Centre's facilities.

During School holidays, a student will be able to get treatment temporarily from any Doctor taking part in the Service in their home area (or wherever he or she happens to be), but the student need not and should not be transferred from registration with the Overdale Medical Practice.

### **Specialists**

Unless a student is so ill that travel away from School is not possible, whenever there is a need for a student to consult a specialist an appointment will be made by Sister at a local hospital. Even though a student may be fit to travel, if a parent wishes the specialist to visit the student in the School Medical Centre, this can be arranged but the parents will have to pay for the full cost of this 'home' visit. Although we will always try to consult parents in advance of a student seeing a specialist, as this might not always be possible we will assume that you are prepared for your child to travel to see a specialist if he/she is fit enough to make the journey.

## **Storing Information on Boarders**

The Boarding Housemaster or Housemistress is responsible for keeping up-to-date and accurate records on all pupils in the House. Information may be held in paper format and/or electronically. All boarders with special welfare needs, significant emotional and behavioural difficulties have an individual hand written welfare plan which is written up by the HoM in consultation with all relevant parties. This personal information is kept private and access to it is strictly controlled. The Tutor & Head of Year will also hold a file of information on pupils and both should be contacted if a full investigation into the pupil is being carried out. All changes to pupils' information should be passed through to administrative support within the relevant tier who will maintain the accuracy of pupil details on the school database.

In order to guide staff on assisting pupils with special welfare needs Individual Action Sheets are drawn up and circulated to all relevant parties.

## **Pupil representation on school forums**

### **Food Committee**

Each HoM is responsible for selecting a House representative to attend this committee which meets once per term. The committee provides boarders (& day pupils) with a forum to represent their views on all catering within Trent. The Director of Catering Services, the Catering Manager and Deputy Head (Pastoral) are on this committee.

The Catering department seek to cater for all requests by pupils with special dietary requirements either through direct contact or via the Food Committee.

### **School Council**

Whole school issues which are raised at house meetings should be forwarded through to School Council meetings via the House School Council Representative.

### **Peer Supporters**

Every house has some peer supporters who are trained through a partnership with Childline. These pupils are there to provide an additional layer of care and support to their peers in the house. The peer supporters meet regularly with the School Counsellor who provides them with on-going advice on helping their fellow boarders. Boarders should be aware of who their Peer Supporters are.

### **Meetings of Deputy Head (Pastoral) & Head of Sixth Form with Heads of Houses**

A meeting between the Deputy Head (Pastoral), the Head of Sixth Form and Heads of Houses to discuss boarding issues occurs at least once every half term. Whole school social events for boarders are also planned at these meetings.

### **House Meetings**

Within each house, regular House Meetings are held to discuss issues arising within the community and plan events. Notes are taken and displayed on the House notice boards and stored on the network.

## Head of House and House Prefects

The principal aim of the team of House Prefects, led by the Head of House, is to provide assistance to the Housemaster/mistress in his/her overall management of the House.

General expectations:

- To liaise with the House Prefect Line Manager – currently the Head of House or directly to the Housemaster/mistress.
- To provide leadership and show initiative whenever there is a need across the School i.e. a whole house responsibility.
- To ensure that the House Rules are maintained by all pupils and students.
- To take every reasonable measure to ensure that all pupils and students are courteous to each other and to visitors.
- To lead by example in every aspect of their life i.e. to be positive role models.
- To be excellent ambassadors when dealing with parents and visitors to the House.
- To ensure that there is a high standard of welfare for all members of the House i.e. to be pro-active in dealing with fellow pupils and students.
- To be vigilant of those who in the community may be vulnerable and in need of support.
- To ensure the presentation of the House is always of the highest standard and alert the Housemaster/mistress or Senior Management when this aim is not being met.

## Clothes, kit and equipment at school


Whilst we provide generous space for the storage of clothing and equipment, it is not possible to make this limitless. This means we do ask boarders only to bring back to School those personal possessions that are essential. If a Housemaster or Housemistress feels a boarder has too many personal possessions at school, he/she has the right to restrict the equipment that this individual brings back to School.

## Bedding

The School provides sheets and pillowcases but students should provide their own duvet and pillows together with two covers. For overseas students all bedding is provided.

## Laundry

The School will be responsible for laundering students' clothes, including bedding (but not duvets) and no charge will be made.

Any casual clothes bearing the "NO TUMBLE DRY" symbol  must not be brought to School for inclusion in the School wash. Trousers/skirts, blazers and pullovers/jumpers will be dry-cleaned and a separate charge will be made.

## Rules for electrical equipment

As electrical and electronic equipment in studies, dormitories and Common Rooms can present Health and Safety risks, we impose the following restrictions:

Allowed	Not Allowed
Radios	Any item with a heating element
Hi-Fi's	(with the exception of a hair-dryer/Straighteners)
Notebook computers	Fires/Heaters (unless when supplied by the school)
Electric Guitars	Gaming machines such as (Playstation & Xbox)
Hair Dryers & Straighteners	Irons
Mobile phones	Kettles/Coffee Makers
Small fridges	Televisions (a television is not allowed even if it is an integral part of Hi-Fi equipment)
	Video & DVD players and recorders

The following rules should also be observed when using electrical equipment.

### Radios and Hi-Fi's

At no time may the radio or Hi-Fi equipment be played at a volume level which means that it can be heard outside the study or Common Room.

For boarders in studies, the playing of music is permitted during prep. No music (even with headphones) is permitted to be played in Common Rooms during prep. or any official 'quiet period'.

### Computers

In shared studies or common rooms the space occupied by the computer and associated equipment must not be greater than that individual's fair share of space in that room. We advise the use of notebooks rather than desktop personal computers due to the amount of space the system takes up.

### Electric Guitars

If played in the House, the noise level must be such that it is not heard outside the study. The use of headphones is the recommended for playing electric guitars and this must be the way they are used in a Common Room.

### Mobile Phones

Mobile phones must be used in accordance with the School Rules and House regulations.

## **Insurance**

The School can accept no responsibility for loss of items of clothing and personal belongings while at Trent. Parents are strongly advised, therefore, to include children's possessions kept at School on their home insurance.

## **Keys/swipe cards**

For obvious security reasons all pupils and staff are strongly encouraged to ensure they look after their own security card and keep it on their person around School. In order to keep all boarders safe, the School has installed security doors (opened by swipe cards) across all boarding houses. Responsible use of this security system will help keep the boarding houses as safe havens. Once issued there is a £10 replacement charge if lost. The Security Officer is in charge of overall site security.

## **House Refurbishment**

Fabric and furniture in the House which requires refurbishment should be noted and passed to the Housemaster/mistress or the Housekeepers/Matron who will inform the Estates Department. Damaged furniture should be removed as soon as possible from the House area. If the damage is found to be malicious then the perpetrator will be subject to disciplinary action. Charges will be made for damage caused by boarders.

## **Funds**

### **House Fund**

This is money given to the House by the School for the organisation of events and activities outside the normal boarding house routine. The fund should be administered according to the directives issued by the Bursar.

All houses have a safe to store pupil funds and personal items.

### **Pupil Fund**

This is raised by a House Levy at the beginning of the year. This money is to be kept as a House Damage fund. At the end of the academic year, a house committee should decide how any monies remaining in the fund should be spent.

Accounts relating to both funds should be submitted to the Bursar for audit at the end of the academic year.

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 should be managed under the guidance of the Bursar.

The record for fund raising has been absolutely staggering and the boarding houses raised on or over £10,000 for Children in Need in each of the last 3 years.

## **Admissions Criteria**

All admissions to Trent are dealt with by the Registrar (Email enquiry@trentcollege.net and telephone 0115 8494950). Matters relating to school fees are dealt with by the Bursar (Email schoolfees@trentcollege.net and telephone 0115 8494923). More details on Admissions and regulations can be found in the school policy under that name.

All boarders are assessed on their academic ability by either sitting a Trent entrance test or by providing the School with their results in external examinations.

All boarders should come to Trent for a tour of the School and the boarding house in which they will be resident. It is also desirable, where possible, for them to meet with the Housemaster/mistress.

All prospective boarders are issued with copies of our prospectus and all information relevant to the tier they will be entering.

Pupils or students who are looking to change status from day to boarding will discuss this with their tutor; they will also meet by their prospective Housemaster/mistress to discuss the possibility of their joining our the boarding community. The most common years for pupils to change their status from day to boarding is for the start of Years 9 and 12. An overall 'change of status' information evening is organised for pupils and their parents considering this move. During this evening they meet key staff, have house tours with boarders and have the opportunity to ask any questions on the boarding experience.

## **Marketing of Boarding**

All staff are expected to be committed to the development of boarding at Trent. Boarders' views and Parents' views are highly valued in enabling us to cater for changing needs of pupils and parents and plan for the future.

Suggestions for developments in Boarding can be passed to Housemasters, Resident staff, the Head, the Director of Marketing and Development, the Deputy Head (Pastoral), the Head of Tier or any member of our community who will forward the suggestions to one of the above staff.

The school conducts an annual survey of the parents of boarders & of boarders to evaluate their views on the boarding experience. The survey normally takes place toward the end of Michaelmas Term or at the start of Lent Term.

Parents and boarders can request copies of our summary of this survey if they wish: these requests should be sent to the Deputy Head (Pastoral).

**Published telephone numbers for boarders:**

Housemistress of Bates: Mrs D Webster 0115 8494963  
Housemaster of Blake: Mr K Taylor 0115 8494938  
Housemistress of Martin: Mrs Chris Rayfield 0115 8495049  
Housemaster of Shuker: Mr P Millward 0115 8494957

Assistant Housemistress of Bates: Miss O Thornton 0115 8494964  
Assistant Housemaster of Blake: Mr Thorpe 0115 8495016  
Assistant Housemistress of Martin: Miss Hunter 0115 8494912  
Assistant Housemaster of Shuker: Mr O Clayson 0115 8494959

Security: Office: 01158494972  
Mobile: 07970377145  
Medical Centre: 0115 8495000  
School Office: 0115 8494949  
Heads Office: 0115 8494945  
Deputy Head (Pastoral): 0115 8494987  
Bursar: 0115 8494920

Main School Matron: 07850993597  
Blake Housekeeper: 07850993598  
Martin Housekeeper: 07850993599

Children's Social Care:  
Derbyshire County Council (named contact Paula Sullivan) 01629 531706 (direct line)  
01629 531638 (main switch board)  
Out of hours number 01629 585115  
(Please use the answer phone if you are offered this option. A trained duty social worker will respond promptly to answer phone messages.)

Independent Listeners:  
Ken Pye 0115 9734633  
Liz Pye 0115 9734633