



PEMBROKE HOUSE



BOARDING POLICY

Boarding Ethos

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Pembroke House is a *“full boarding school with a responsive approach”*.

This means that the school is fully functional, 24 hours a day, from Monday to Sunday, throughout the term, providing a warm, happy and busy environment for all the children in our care. Within this, the school is responsive to the varying circumstances of different families. We are understanding of the individual needs of our parents and children, and are open to balancing these with the underlying traditions and ethos of the school. Pembroke is, in many ways, unique and special because of its boarding and, as a school community, we must treasure this.

The Boarding Houses

The children are divided between two houses; boys are in Mackie House and girls are in Scholes House. The dormitories are open plan with dividing walls.

In each House the dormitories are presided over by one or more Year 8s known as dormitory prefects, who help with the discipline and general care of the children. This works extremely well.

Both Houses have a live in Housemistress/Housemaster who is assisted by a live in House Parent and a third House parent who lives in an adjacent house. Houses also have a team of House Tutors who help in the house certain times of the day. There are usually two or three gap students assisting as well.

The Houses are structured, disciplined, safe havens for the children. We are well aware that the House is the children's home for the duration of the term. The House rules are those you would expect in your own home. Good manners are encouraged, recognised and appreciated. We aim to produce happy, confident, self-disciplined children who are resilient, have initiative and are prepared to use it.

Boarding Practice

Pembroke House is a full-boarding school with a responsive approach. The aim is that all children from Years 2 to 8 should remain at school during the week. However, should parents wish to take their children out they may do so after seeking permission from the Head or Heads of the Boarding Houses. Children may leave after their school commitments have finished and must return in time for their first commitment the following day - which, if they have no early morning “extra”, is the dormitory inspection, at 7.45 a.m., straight after breakfast.

Our aim is to encourage as many children as possible to remain at school over the weekend. However, the guidelines for weekends out are as follows:

- Children in Year 1 may go home daily, but are encouraged to board at least one night during the week.
- Children in Years 2 to 4 should remain in school until 4pm on Friday afternoon,

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unless they have a school commitment on Saturday. They are expected to return to school for Chapel on Sunday evening, but at the latest, in time for inspection at 7.45 a.m. on Monday morning.

- Children in Years 5 to 8 should stay in school until 12 noon on Saturday or, if they have school commitments, until these have finished on Saturday afternoon. They are expected to return to school in time for Chapel on Sunday evening.
- The first and last weekend's of term are closed. All children in Years 2 to 8 are expected to remain in school for these. Year 1 are encouraged to stay in for at least one night.
- Prior permission must have been received by the school, in writing, in order for a child to be collected by anyone other than his or her parents.
- All children leaving the school premises must collect a gate pass from the House Parents thereby ensuring that the Houses and school are kept up to date with the movements of the children.

Guiding Principles

Statement of Aims

- To produce an atmosphere of trust between all bodies within the house structure
- To promote openness and tolerance so that bullying of any kind cannot take hold
- To provide an environment that is as safe as possible, relaxing and comfortable, and suited to the needs of boarders according to age and maturity
- To promote a spirit of teamwork and communal responsibility within the house

The Rationale

The rationale at Pembroke House is to strike a balance between family and school. A family base gives children security, confidence and ultimately ensures they are happy within the overall system of care and the structure of the school both as an institution and as a community. The school side of boarding life engenders responsibility, trustworthiness, accountability, self-discipline, independence, organisational skills, respect and tolerance for others, politeness, good manners and confidence. The routine of life at school is there to encourage and develop good habits. The school takes seriously its duty of care towards all children (both promoting and safeguarding welfare) and understands that this should be geared towards each individual child, not simply the majority.

A good boarding school develops a child's sense of 'self'. Children have a certain distance from their family members both physically and emotionally and they develop their own identity.

Although the houses may appear separate from the general daytime business of the school, they remain part of it in all areas of school policy. ALL children at Pembroke House are considered boarders.

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This policy is written in conjunction with National Minimum Standards for Boarding Schools.

Boarding Principles and Practice

Boarding at Pembroke House is based on the following principles:

- There is a statutory requirement to safeguard and promote children's welfare by ensuring protection against significant harm or neglect
- Each boarder has the right to be able to lead his or her life free from abuse of any type
- Each boarder has the right to develop academically, socially, morally and culturally in an atmosphere of encouragement and trust
- Every boarder has a voice and a right to be heard
- Boarding is based upon mutual respect for all members and their property
- There is equal opportunity for all, regardless of gender, race, culture, disability or background
- All members of the house community, whether pupils or staff, are to be treated as individuals, with courtesy and respect, and with a right to privacy
- Pupils' links and contact with parents are seen as crucial to welfare

Boarders' Induction and Support

- Most children will have spent a trial night at Pembroke House before starting. All new boarders receive induction and guidance from staff and prefects when they first stay the night. All new children are given a guided tour of the school and boarding accommodation before they start school. All new children are assigned a "buddy" from their class to assist them during their first week. Before arriving at school new children are sent a handbook and an equipment and uniform list by the registrar.
- Each boarder has a variety of staff to whom they can turn for personal guidance or for help with a personal problem. All Children are assigned a Tutor, they can also talk to the House Parents, House Tutors and School Counsellor or any member of staff.
- There are "who can I talk to" posters that identify at least one person other than a parent, outside the boarding and teaching staff of the School, whom they may contact directly about personal problems or concerns in the Boarding House or at School.

Boarders' Health and Well-being

- The School has a Sanitorium that is run by the Head Nurse, assisted by a team of nurses and a nursing assistant who implement appropriate policies for the care of boarders who are unwell or injured. There is always at least one nurse on duty 24 hours a day. Parents of boarders must hand any medication to the School Nurse upon their child's arrival at School. Each pupil in the School must have an up to date Medical Form. If a boarder is unwell, parents will be contacted to inform them of this and to discuss the various options.

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- The School provides suitable accommodation in the Sanitorium, including toilet and washing facilities, to cater for the needs of the children who are sick or injured. The accommodation is well staffed by appropriately qualified personnel; adequately separated from other boarders; and provides separate accommodation for boys and girls.
- In addition to any provision on site, boarders have access to local medical, dental, optometric and other specialist services. The school doctor visits once a week and is on call at all times.
- All medication is safely and securely stored and proper records are kept of its administration in the Sanitorium. The Surgery is kept locked unless Nursing staff are present in the room and all medication is stored in locked cupboards. Prescribed medicines are only given to the child to whom they are prescribed. Boarders who are allowed to self-medicate are assessed for their level of competence to do so.
- The School respects the confidentiality and rights of children as patients.
- Further information is provided in the Medical and First Aid Policy.

Contact with Parents/Carers

- Boarders can maintain private contact with their parents and families. Mobile phones can be brought into School by children and must be handed in to the House Parents. Boarders can also ask to use the Boarding House landline. Pupils can ask for relevant contact number from the Parent Contact File kept by the House Parents.

Boarding Accommodation

- Suitable sleeping accommodation is provided for children. The sleeping accommodation for boys is separate from the sleeping accommodation for girls in two different houses. The accommodation is well organised and managed with risk assessments undertaken and findings acted upon.
- Suitable living accommodation is provided for children for the purposes of organised and private study; each dormitory has a desk whilst evening prep is carried out in classrooms. There is a communal common room for each house for social purposes.
- There are separate showers, sinks and toilets throughout school provided for boys and girls.
- The accommodation provided for boarders is appropriately lit and ventilated. There is a team of cleaners responsible for each House. Any maintenance required is passed on to the school maintenance team. Reasonable adjustments would be made to provide adequate accessible accommodation for any child with restricted mobility.
- Accommodation is suitably furnished and of sufficient size for the number, needs and ages of boarders accommodated, with appropriate protection and separation between genders and age groups. Each child has a single bed and a locker plus storage for sports equipment. Bedding is supplied by the Parents, except for sheets,

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and should be clean and sufficiently warm. Houses have spare bedding for those children that need. Boarders are placed where possible with their peer/age groups according to the layout of the dormitories. Staff accommodation is separate and can be locked.

- Children can personalise an area of their accommodation with suitable posters and personal items if they wish.
- There are security measures and procedures in place to prevent unauthorised access to the Boarding Houses.
- There is no use of surveillance equipment in the Boarding Houses. Security teams are trained and supervised so as to not intrude on the children's privacy.

Safety of Boarders

- The School has a written Health and Safety Policy in compliance to the relevant legislation that is effectively implemented. Boarders are protected from safety hazards by relevant, on-going risk assessments.
- The School premises, accommodation and facilities provided are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured as per the Health and Safety Policy. Estates and maintenance teams are on call to help at all times and House staff are in regular contact.
- The school ensures that the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of written risk assessments and appropriate action is taken to reduce risks that are identified.

Fire Precautions and Drills

- There is an Emergency Response Procedure Policy that includes the procedures for those in the Boarding House.
- Fire drills are regularly carried out in boarding time, at least once per term.

Provision and Preparation of Food and Drinks

- All children, including those with special dietary, medical or religious needs, are provided with meals that are adequate in nutrition, quantity, quality, choice and variety, as per the weekly menu. There is a medical/allergies/religious requirements diet list that is regularly updated and distributed.
- Suitable premises are provided for the hygienic preparation, serving and consumption of all children's meals. The School Kitchen and Dining room are within easy reach of the Boarding Houses. Three main meals a day are taken in the Dining Room. Staff serve children at lunch, Seniors serve children at breakfast and supper, during the week.
- Children have access to drinking water at all times from various water stations across the campus. Snacks are provided mid morning, tea time (4pm) and in the evenings.



- Currently there are no children with a disability. However, the policy would be to provide them with appropriate assistance to eat, in a manner which promotes dignity and choice.

Boarders' Possessions

- Boarders' clothing and bedding are laundered and ironed in the School laundry, which is on site. Clothing is stored and issued in the correct way from the Linen rooms.
- Boarders are able to obtain necessary personal items, while accommodated at School, from the House Parents. A stock of toothbrushes, toothpaste, sanitary ware, hair brushes, shampoo and conditioner and batteries are kept in the Boarding House. Stationery can be obtained from stationery store.
- Reasonable protection is provided for boarders' personal possessions. Mobile phones and other valuable items are kept by the House Parents in a lockable cupboard. Children can lock their bedside lockers if they wish.
- Any search of a child's personal belongings should be carried out in the presence of the child concerned and another adult.

Activities and Free Time

- The Staff in charge of weekends are responsible for ensuring that there is an appropriate range and choice of activities for the children. During the week outside of teaching time, there is sufficient and suitable free time. There is an evening programme in Houses.
- Children have access to a range and choice of safe recreational areas, both indoors and outdoors, such as the ICT room, playing fields, the gardens and the common rooms. There are safe areas within School where boarders can be alone if they wish, such as the Library and their dormitories.
- Boarders' welfare is not compromised by unusual or onerous demands. Pembroke House children lead busy lives however there are daily staff shouts each morning, weekly whole staff meetings plus weekly house meetings to allow staff to express any concerns regarding children. All boarders' prep diaries are regularly checked by their Tutors and they are in good communication with the children about their workload. There is timetabled rest after lunch everyday where children have quiet time reading or resting on their beds.
- Boarders have access to information about events in the world outside the School, through TV, Internet, newspapers, magazines, discussions and the news notice boards.

Child Protection

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- The School ensures that arrangements are made to safeguard and promote the welfare of pupils at the School. This is a whole school issue and has its own policy. (see Safeguarding and Child Protection Policy)

Promoting Positive Behaviour and Relationships

- The School has and consistently implements a written policy to promote good behaviour amongst pupils (See Behaviour & Discipline Policy). The School also has an Anti-Bullying Policy.
- This policy complies with relevant legislation and guidance and is understood by staff and pupils. Compliance is regulated through the HR manager who keeps up to date with local legislation.

Management and Development of Boarding

- The School's Council (governing body) monitors the effectiveness of the leadership, management and delivery of the boarding and welfare provision in the school, and takes appropriate action as necessary. The Council have appointed a designated Council Member with responsibility for Welfare and Safeguarding. The School also has an Independent Listener and a School Counsellor who are accessible to the children. Regular Council meetings and staff appraisals allow for monitoring to be reported.
- There is clear leadership and management of the practice and development of boarding in the school, and effective links are made between academic and boarding staff. Staff attend a daily 'shout' and a weekly staff meeting. The House Parents share information with colleagues as appropriate regarding the needs of individual boarders and conduct a weekly boarding meeting. Most House tutors and some House Parents are also academic staff.
- The School's leadership and management are recruited according to their skills and knowledge appropriate to their role and appraisals ensure that staff demonstrate this.
- The School's leadership and management consistently fulfil their responsibilities effectively so that the standards are met. The Head of Boarding attends weekly meetings with the Senior Management Team where boarding provision is discussed and reviewed.
- The School's leadership, management and governance actively promote the wellbeing of pupils. The Senior Management Team meet weekly and pupil welfare and safeguarding are standard items on their agenda. There is a weekly Staff Meeting at which individual pupils, are discussed. The Safeguarding and Child Protection Policy is an integral part of the School and regular training takes place..
- The House Parents have adequate training and experience.
- The School follows and maintains the relevant policies.

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- The records are maintained and monitored by the school and action taken as appropriate.
- Relevant issues are monitored, and action is taken to improve outcomes for children as appropriate.

Staff Recruitment and Checks on Other Adults

- The School operates safe recruitment. (see Recruitment Policy)
- Staff are required to inform the Head of all persons over 16 (not on the roll of the School) who live on the School site but are not employed by the School.
- All persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.
- The School does not appoint guardians, parents are required to make any appointments.

Staffing and Supervision

- Any person employed or volunteering in a position working with children has a job description reflecting their duties, receives induction training in boarding when newly appointed, and receives regular reviews of their boarding practice, with opportunities for training and continual professional development in boarding. The Head checks in regularly with the Housemistress and Housemaster. The Head of Boarding is responsible for the running and development of boarding within the School.
- The role of Spouses, partners or siblings (over 16 years old) of members of boarding staff are discussed with the Head.
- The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved. There is weekly duty rota of staff supervising children.
- Duty staff are identified on chalk boards around school, on the weekly programme, duty rotas and signage. All staff have adequate induction and continued training. Duty staff must be aware of what is required of them before embarking on duties.
- Staff are responsible for the whereabouts of boarders at all times. The Boarding Register is completed every evening. Extras boards, team lists and gate pass systems help staff to know where children are.
- Staff working within the school know and implement the school's policy in relation to boarders going missing and their role in implementing that policy. Staff actively search for boarders who are missing, including working with police where appropriate. Boarding Staff know the Missing Child Policy.
- There are usually two adults sleeping in the boarding house at night, who are responsible for the boarders in the house. If one of them should be away overnight then the Head should be informed.

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- Boarders can access a doorbell situated next to the door of the House Parents houses which children can ring day or night to contact a member of staff in the Boarding House .
- The House Parents have their own (clearly designated and lockable) accommodation, with kitchen, living and sleeping accommodation as well as toilet and washing facilities separate from the boarders.
- Any child access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate one-to-one contact between staff and boarders. Unauthorised access to staff accommodation is not allowed by boarders.

Equal Opportunities

- Children do not experience inappropriate discrimination because of differences arising out of age, gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability. These factors are taken into account in the care of boarders, so that care is sensitive to different needs.

Securing Boarders' Views

- Boarders are actively encouraged to contribute views to the operation of boarding provision. They are able to raise concerns and make complaints and their views are given appropriate weight in decisions about the running of the Boarding House. Boarders are not penalised for raising concerns or making a complaint in good faith. There are formal opportunities for boarders to contribute their views to the operation of the boarding provision through regular Boarding House Meetings held with the House Parents. There is also a Suggestions Box.

Complaints

- The School has and follows an appropriate policy on recording and responding to complaints that is compliant with the relevant regulatory standards (see Complaints Policy).
- The School's written record of complaints identifies those complaints relating to boarding provision and action taken by the School as a result of those complaints.

Prefects

- There is a Prefects Policy. Prefects are given appropriate responsibilities and specific duties. Weekly Prefects meetings with the Head and regular meetings with the Head of Seniors, Deputy Head, Tutors and House Parents help to guide the children as to what is required.

Lodgings (Long-stay)

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- All lodgings are made in conjunction with parents. The school checks the accommodation and school staff use the same accommodation at least yearly to monitor standards.
- Clear communication between the parents and the School is established as to who is arranging the accommodation.
- All lodgings are of a comparable standard to the accommodation provided by the school.
- Visits are made to Lodgings by the staff. No children are allowed to stay at lodgings unless accompanied by a member of Pembroke House staff.
- Pembroke House only used hotel or lodge accommodation and are always accompanied by a Member of Pembroke House staff. The school does not use host families.
- Any concerns or complaints regarding lodgings are recorded and the relevant action is taken.

BOARDING HOUSE WEEKEND DUTY ROUTINE – SATURDAY

Boarding staff should take responsibility for the Boarding House and monitoring the safety of the children. There should be one member of House Staff on duty around the Boarding House as the point of contact for children and parents at all times and that person cannot leave the grounds without organising competent cover. They must have their phone on them at all times.

Time	Pembroke House Weekend Duty Routine - Saturday
Early wake up	> Check the Team, Travel and Extras notice boards for children getting up early and generally wake children 15-20 minutes earlier than they are due to leave.
6:50 am	> Start waking up children, Juniors into home clothes, Middles and Seniors into PE clothes.
7:00 am	> Wake-Up Bell is rung by Duty Staff.
7:05 am	> Day Duty staff ring the Chapel bell for breakfast. > Children line up outside the dining room.
7:40 am	> Children return to Dorms to make beds and brush teeth. > There is no formal inspection but dorms must be neat and tidy. > All children MUST put on sunscreen and must leave dorms with their hat . > Once all children have left the House, check lights are off before heading to the Saturday Staff Meeting.
8.00 am	> On Saturdays, the children have Hymn Practice, while the Saturday Staff Meeting is taking place.
8.30 – 10.00 am Junior Activities & Games	> Juniors Activities – it is useful for House Staff to go to the beginning of activities, so that you know what is going on should a child arrive late or a parent be looking for a child for collection > Middles and Seniors have Games > N.B. Games and Clubs may swap if there are Saturday matches
10:00 am	> Break
Clubs	> Children partake in two 45 minute Club sessions.

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10.30 – 12.00	<ul style="list-style-type: none"> > Club 1: 10.30 – 11.45 > Club 2: 11.45 – 12.00
12:00 – 12:55	<ul style="list-style-type: none"> > Free time for Children > A member of House Staff must be in the house to write Gate Passes for parents for the duration of this time.
1.00 pm Lunch	<ul style="list-style-type: none"> > Children line-up outside the Arab doors for Lunch. > Staff Lunch in staff room.
1:30-2:00 pm Rest	<ul style="list-style-type: none"> > The Weekend Register is done at Rest and ALL children should be accounted for. > If a child is not present and there is not a Gate Pass stub showing that they have left with a parent, it is the House Staff's responsibility to find out where that child is, via the following steps: <ol style="list-style-type: none"> 1. Check notice boards in the House and Staffroom to see if they are on a school trip, in a team or went home on the school bus. 2. If not, then ask Duty Staff if they know of their whereabouts. 3. Then check with San. 4. Next, check with the other Boarding House to see if they wrote a Gate Pass. 5. If not, then check with the school gate to see if child has been signed out. 6. If not, call the School Secretary or Registrar to see if the School Office has had notice of the child going out. 7. If not, call the Head. 8. ONLY call the parents once you have exhausted all other possibilities and on the advice of the Head. > Rest time should be quiet reading or resting. > On the weekends they may go onto other children's beds at the discretion of the staff on duty, but it should still be 'down time'. > Children should reapply sunscreen.
Activities 2:00 – 4.00 pm	<ul style="list-style-type: none"> > Children congregate near Pre's Lawn to hear what Activities are on offer. > House Staff should attend this meeting and make sure all children have hats on. > It is important that the Boarding House duty staff are around to help supervise, particularly if children are playing in dorms.
4:00 pm Tea	<ul style="list-style-type: none"> > Encourage children to go for Tea, as they should all have a snack and a drink.
4:00 – 5.15 pm Free Time	<ul style="list-style-type: none"> > Free time for children. > Phone time in the House. > The phone cupboard should be manned by a member of staff. > Make sure the children sign their phones out and check their name when phones are handed back in and that the phone is turned off. > At 5pm make sure all phones are handed in; chase children who have not returned their phone. > Ensure the phone cupboard is locked before supper.
5:15 pm Showers	<ul style="list-style-type: none"> > There should be a member of staff and one gap on during Showers - one person in the Juniors' bathroom and one monitoring the Middles and Seniors. > After Showers children get into home clothes. > There is no formal inspection, but dorms should be neat and tidy, curtains drawn and wet towels hung up. > Scholes House - bolt doors to swimming pool and make sure Martlet door is closed.

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5.45 pm Supper	<ul style="list-style-type: none">> Children line-up outside Arab doors for Supper.> Staff Supper in staffroom.
6.15 pm Film	<ul style="list-style-type: none">> Over the course of the day, it is up to the Day Duty staff to select appropriate film(s) to show in the evening and to ensure that location of the film(s) has been set up.> Day Duty staff must remain with the children for the duration of the film shown. However, House Staff on duty should remain on campus and be ready to receive children once they have been released from the film.> Children can take pillows/blankets and teddies to the film.
After film & Bedtime	<ul style="list-style-type: none">> Children come in from the film and change into pyjamas, brush their teeth and get into bed.> There is no cocoa on Saturday nights.> The Weekend Register is done again at bedtime and ALL children should be accounted for as per the Rest time register.> Turn lights off as soon as children are ready for bed, starting with the Juniors, then Middles, then Seniors.> Close up the House:<ul style="list-style-type: none">– Scholes House - bolt doors to courtyard– Scholes Folly/Mackie Shack – lights off and doors closed– Outside Crate Room – lights off & door closed– Common Rooms – lights off and close doors– Scholes Wooden Martlet Door – closed and bolted– Front of House - doors closed and bolted– Ensure half of lights are off in bathrooms> If you are on Sunday Wake-Up, check the Extras Board, Team Lists Board and Travel Boards to see who needs to be woken up and when. Check Weekly Programme to see wake up times for Sunday morning, as this varies every week.> Do a walk about and make sure all children are settled and quiet.

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BOARDING HOUSE WEEKEND DUTY ROUTINE – SUNDAY

Boarding staff should take responsibility for the Boarding House and monitoring the safety of the children. There should be one member of House Staff on duty around the Boarding House as the point of contact for children and parents at all times and that person cannot leave the grounds without organising competent cover. They must have their phone on them at all times.

Time	Pembroke House Weekend Duty Routine - Sunday
NB: Sunday mornings tend to vary – staff must check the Weekly Programme to find out what is happening and to check timings.	
8.00 am Wake-Up	<ul style="list-style-type: none"> > Wake up any children for Extras, Travel etc. according to the notice boards. > No bell is rung for wake-up, as children can choose to have a lie-in. > Put cartoons or a film on in Common Room at 7.20am. Children should remain quiet in beds until this time. > At 8am start waking up children and turn off TV. > Everyone into home clothes.
8.30 am Breakfast	<ul style="list-style-type: none"> > Day Duty Staff ring the Chapel bell for Breakfast. > Children line up outside the dining room.
8:50 am	<ul style="list-style-type: none"> > Children return to Dorms to make beds and brush teeth. > There is no formal inspection, but dorms must be neat and tidy. > All children MUST put on sunscreen and must leave dorms with their hat.
9.00 – 10.30 am Free Time	<ul style="list-style-type: none"> > The two Day Duty Staff take it in turns to patrol, to ensure all is well during activities. > A member of the Boarding House staff must be around the boarding house at all times.
10.30 am Break & Roll Call	<ul style="list-style-type: none"> > Roll Call: Once all children have had their Break, they will gather outside ready for the House staff to conduct a roll call. > The weekend Register is done again at this time and ALL children should be accounted for. > If a child is not present and there is not a Gate Pass stub showing that they have left with a parent, it is the House Staff's responsibility to find out where that child is, via the following steps: <ol style="list-style-type: none"> 1. Check notice boards in the Boarding House and Staffroom to see if they are on a school trip, in a team or went on the school bus. 2. If not, then ask the Duty Staff if they know of their whereabouts. 3. Then check with San. 4. Next, check with the other Boarding House to see if they wrote a Gate Pass. 5. If not, then check with the school gate to see if child has been signed out. 6. If not, call the School Secretary or Registrar to see if the School Office has had notice of the child going out. 7. If not, call the Head. 8. ONLY call the parents once you have exhausted all other possibilities and on the advice of the Head. > During roll call, sunscreen should be administered to all of the children by the Nurse On Duty



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	<p>and all children MUST be wearing a hat. Warn them that no hat will result in a demerit.</p> <ul style="list-style-type: none"> > After Roll Call, children can go and collect an ice lolly. > Children go to Pre's Lawn after this to hear what Activities are on offer. > House staff should be present, so that they know what is going on.
Activities 10.30 – 12.30	<ul style="list-style-type: none"> > Children may partake in any Activities on offer, or just have their own free time. > It is important that the Boarding House duty staff are around to help supervise, particularly if children are playing in dorms.
12:55 pm Lunch	<ul style="list-style-type: none"> > Children line-up outside the Arab doors for Lunch. > Staff Lunch in staff room.
1:30- 2:15pm Rest	<ul style="list-style-type: none"> > The weekend Register is done at Rest and ALL children should be accounted for as per the Saturday rest time register. > Rest time should be quiet reading or resting. On the weekends they may go onto other children's beds at the discretion of the staff on duty, but it should still be 'down time'. > Children should reapply sunscreen. > The House staff should arrange for the bell to be rung for the end of Rest at 2:15pm.
Activities 2:15 – 4.00 pm	<ul style="list-style-type: none"> > Children congregate near Pre's Lawn to hear what Activities are on offer. > House staff should attend this meeting and make sure all children have hats on. > The two Day Duty staff take it in turns to patrol, to ensure all is well during activities. > It is important that the Boarding House duty staff are around to help supervise, particularly if children are playing in dorms.
4:00 pm Tea	<ul style="list-style-type: none"> > Encourage children to go for Tea, as they should all have a snack and a drink.
4:00 – 5:00 pm Free Time	<ul style="list-style-type: none"> > Tuck Shop > Free time for children. > Phone time in the House. > The phone cupboard should be manned by a member of staff. > Make sure the children sign their phones out and tick their name when phones are handed back in and that the phone is turned off. > At 5pm make sure all phones are handed in; chase children who have not returned their phone. > Ensure phone cupboard is locked before supper.
5:00 pm - Showers	<ul style="list-style-type: none"> > Showers for all. > There should be a member of staff and one gap on during Showers - one person in the Juniors' bathroom and one monitoring the Middles and Seniors. > After showers, children get into home clothes. > Scholes House - Bolt doors to swimming pool and make sure the Martlet door is closed. > Children change into Whites after Showers and should be dressed neatly with collars and ties straight, shirts tucked in and wearing jumpers, socks pulled up, shoes shiny and hair brushed, put up (girls) and tidy. > Children should be inspected individually, as they are ready, before they leave dorms. > Where appropriate, children in Choir should shower first and get to Choir Practice by 5:30pm.
5:30 pm Choir Practice	<ul style="list-style-type: none"> > Music teacher rings bell for Choir practice and children go straight in.
6:00 pm	<ul style="list-style-type: none"> > A bell will go at 5:55pm and children will be sent back to Dorms, where staff and

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Pembroke House Boarding Policy

Chapel	<p>prefects check that everyone looks tidy.</p> <ul style="list-style-type: none">> 6:00 pm line up for Chapel.
Supper	<ul style="list-style-type: none">> Children file out of Chapel and go straight into the dining room without lining up.> Staff should encourage children to say a quick goodbye to parents and help any upset children get to supper.
After Supper	<ul style="list-style-type: none">> A Boarding House meeting with the children can be held in the Chapel (girls) / Mackie Shack (boys) after supper to discuss any issues or concerns in the House.> School Prefects attend a Prefect Meeting with the Head.> Children come in from supper or the meeting and change into pyjamas, brush their teeth and get into bed.> There is no cocoa on Sunday nights.> The Register is done again at bedtime and ALL children should be accounted for as per the Rest time register.> Turn lights off as soon as children are ready for bed, starting with the Juniors, then Middles, then Seniors.> Try to turn lights out at least 15 minutes earlier than normal bedtime.> Close up the House:<ul style="list-style-type: none">– Scholes House - Bolt doors to courtyard.– Scholes Folly/Mackie Shack – lights off and doors closed– Outside Crate Room – lights off & door closed– Common Rooms – lights off and close doors– Scholes Wooden Martlet Door – closed and bolted– Front of House - doors closed and bolted– Ensure half of lights are off in bathrooms> If you are on Monday Wake-up, check the Extras Board, Team Lists Board and Travel Boards to see who needs to be woken up and when. Check the Weekly Programme to see wake-up times for Monday morning, as this varies every week.> Walk around the house and make sure all children are settled and quiet.

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