



PEMBROKE HOUSE



BOARDING POLICY

A whole-school policy from Year 1 to Year 8



Boarding Ethos

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 Houseparent and a third Houseparent who lives in an adjacent house. Houses also have a team of House Tutors who help in the house at 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 Boarding 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 7.40 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.

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- Children in Years 2 to 4 should remain in school until 4pm on Friday afternoon, unless they have a school commitment on Saturday. They are expected to return to school in time for inspection at 7.40 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 encouraged to return to school in time for inspection at 7.40 a.m. on Monday morning.
- The first and last weekends 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 Houseparents or school office 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.

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 "Are You Happy?" 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

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Medical Form. If a boarder is unwell, parents will be contacted to inform them of this and to discuss the various options.

- 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 the 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 Houseparents. Boarders can also ask to use the computers in the ICT department to video call home. Pupils can ask for relevant contact numbers 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

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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, and should be clean and sufficiently warm. Houses have spare bedding for those children that need it. 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 with 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 Houseparents. 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 the 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. Passports and other items of high value can be handed in to the school office to be locked in the safe; a record is kept of all items handed in.
- Any search of a child's personal belongings should usually be carried out in the presence of the child concerned. Any searches without the child present will be carried out by two adults, both of whom ideally should be the same gender as the person whose possessions are being searched (one of whom must be), and will be carried out only under specific circumstances. Such circumstances are defined as the belief that the child may have: knives or weapons, alcohol, illegal drugs, stolen items, tobacco or cigarette papers, fireworks, pornographic images, any article that the member of staff reasonably suspects has been (or is likely to be) used to commit an offence or to cause personal injury or damage to property, or any item banned by the school rules. A written record of any searches will be made in the house notes for that day.

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

- 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 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. A Boarding representative 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 and a weekly Pastoral 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.
- 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 Deputy Head Pastoral is responsible for the running and development of boarding within the School. Further information regarding Continuing Professional Development can be found in the HR Policy.
- The roles 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 a weekly duty rota of staff supervising children.

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- 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.
- Boarders can access a doorbell situated next to the door of the Houseparents' 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 Pastoral, Tutors and House Parents help to guide the children as to what is required.

Lodgings (Long-stay)

- 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 in lodgings unless accompanied by a member of Pembroke House staff.
- Pembroke House only uses hotel or lodge accommodation and children 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.



Appendix 1 : List of Useful Documents

- Information pertaining to day-to-day routines and staff structure can be found in the Staff Handbook & Code of Conduct.
- Information pertaining to the emergency response procedure in the boarding houses, including the responsibilities for the resident staff, can be found in the Emergency Response Procedure Policy.

Appendix 2 : Responsibilities of a Boarding House Dormitory Prefect

- All Year 8 children have the opportunity to become a Dorm Prefect, depending on their behaviour, maturity and sense of responsibility.
- A Dorm Prefect is responsible for the group of children within their dormitory.
- They are expected to lead by example, keeping the dorm in an orderly and tidy fashion, by encouraging their dorm members to meet inspection standards and be punctual, well behaved and well mannered.
- If the Dorm Pre is having a problem with someone in their Dorm, they must inform a staff member.
- Dorm Pre meetings are held with the Head of House once a week.

Responsibilities of a Dorm Prefect:

Time	Routine and Responsibilities
6.40am Wake up	<ul style="list-style-type: none"> ➤ You need to set an example, so get out of bed promptly and get dressed and ready quickly. ➤ Once you are ready you need to help your dorm get ready. Children need to fold back their beds back to air, dress, do their hair, wash faces, tie up mosquito net, open curtains and windows and get to breakfast by 7.00 am. ➤ You should check them before they go to breakfast and be the last to leave your dorm turning the lights out behind you.
7.30am Inspection	<ul style="list-style-type: none"> ➤ You need to make sure your dorm brush their teeth after breakfast and then get ready for inspection. ➤ Children should make their beds, duvets should be tucked in or hang symmetrically with no wrinkles, blankets folded at the end of the bed, Teddies neatly arranged, 1 pair of Pyjamas folded and placed under pillow. ➤ All clothing inside their bedside locker should be folded and the locker should be neat and tidy. ➤ On top of the locker should be: 1 box of tissues, toothbrush & toothpaste in mug, torch, sunscreen, 1 reading book and water bottle. Hanging on the hook by their beds are dressing gowns and caps/hats. ➤ There should not be anything under beds at all. ➤ They need to be out of their dorms by 7.50.

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	<ul style="list-style-type: none"> ➤ This is the main inspection and should be done with the whole dorm present, children should excuse themselves from inspection if they are not able to attend. ➤ You should be the last out of the dorm turning off the lights behind you.
1.25pm Rest	<ul style="list-style-type: none"> ➤ Encourage the children to go to the bathroom, get any clothes they need for changing, find a book etc. at the beginning of rest. ➤ By 1:35pm they should be on their beds reading or resting or colouring. ➤ Encourage them to take their shoes off ➤ There should be SILENCE. ➤ You should set a good example at rest time. ➤ Ipods are not allowed at rest except on weekends. ➤ Turn lights off at the end of rest.
5:20pm - 6:10pm After/during Showers	<ul style="list-style-type: none"> ➤ Help your dorm to chuck properly; the juniors will need lots of guidance with this. ➤ Help staff to ensure beds and lockers are tidy, hair done, wet towels hung up. ➤ Make sure the laundry basket is taken to the crate room after showers. ➤ A general inspection is done by staff and gaps and children can go once they are ready and their space is tidy.
7:10pm - 9:00pm Evening	<ul style="list-style-type: none"> ➤ Please come into dorms quietly and remind others to do the same so as not to wake up the juniors. ➤ Help to keep children quiet and calm at Cocoa. Set a good example yourselves. ➤ Get dressed in pyjamas and slippers, brush your teeth and help staff to get your dorm ready and into bed, if you are in a junior dorm please do not turn on lights, use a torch. ➤ Year 8's may then go to the common room with permission from House Staff. ➤ After this you must go to the loo and get water and head back to your dorm quietly as everyone else will have had lights out. Reading with torches means that lights are turned out and you read in your beds quietly. ➤ Year 8's may listen to music with iPods and headphones in the evening; you should NOT be playing games on gadgets.
After bed time	<ul style="list-style-type: none"> ➤ Lights out for Year 8's is at 9pm. ➤ This means you need to be in bed before 9pm. ➤ After 9pm you are not allowed torches or ipods. ➤ Please wake up the House parent on duty if there is a problem.
Dorm prefects meetings	<ul style="list-style-type: none"> ➤ If cooking you will need to choose a recipe and put in a requisition form for ingredients from the kitchen the day before. ➤ During free time in the afternoon you may go into the Housemistress/Housemasters kitchen and cook. You will need to make sure you cook enough for everyone and that you leave the kitchen in the same way you found it. ➤ At 8 pm we will have a meeting followed by TV.

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- The meetings are a time to bring up any concerns and to get feedback from staff. It is a time to reflect on how you are doing in your role as a dorm prefect and what you could improve on.

Appendix 3 : The Role and Expectations of Head of House

The role and expectations of the Heads of Scholes House and Mackie House are ones of privilege, pride and responsibility. They are more than just a title and badge and require dedication and commitment for an entire year. Each Head of House will be different and will contribute an assortment of skills and ideas to the job.

Characteristics of Head of House:

- Polite and well-mannered
- Organised and committed
- Well-presented in uniform and appearance
- Able to liaise and converse with staff, students and the wider community
- Desire to act responsibly and to be a role model for other students
- To have empathy and a caring and supportive attitude towards other children

We expect you:

- To be a positive role model and ambassador for the school.
- To be enthusiastic and committed to the Boarding House.
- To be friendly and positive with all students, particularly within your House.

Specific Responsibilities of Heads of House:

- To lead students within your House and to act as a role model.
- To lead and encourage dorm prefects to fulfill their responsibilities.
- To attend all House meetings and dorm prefect meetings.
- To liaise with the House Parents regarding any issues within the House.
- To collect the mail and distribute it regularly.
- To ensure common rooms are kept neat and tidy and games are put away.
- To ensure all remotes and DVDs are put back and kept safely.
- Make a rota for weekly cooking for dorm prefect meetings.
- Communicating any relevant news to their House Members.
- Communicate and clarify the rules/procedures for others to follow within the House.
- To help welcome children back to school after holidays, half terms and exets.
- To attend and write a speech for the dorm competition winners dinner at the end of each term.



Appendix 4 : Job Descriptions

NB All of the material below should be read in conjunction with the Staff Handbook, in which further relevant details are contained.

Houseparent Job Description

The Houseparent is responsible for overseeing the smooth running of his/her boarding house, organising bedtime and general routines as required. The Houseparent leads the pastoral team in his/her boarding house and is the key point of contact for parents and guardians with regard to the children's boarding arrangements. The Houseparent is supported by the following:

1. The Head
2. The Deputy Head Pastoral
3. The other Houseparents working in the house
4. The Houseparents in the other boarding house
5. The House Tutors
6. The Heads of Junior, Middle and Senior School, Tutors and Form Takers
7. The School Nurses
8. The Domestic Staff

General Duties & Responsibilities

The Houseparent is responsible for:

- all aspects of the administrative and pastoral wellbeing of his/her house
- the safety, comfort, hygiene, health and wellbeing of the pupils, in conjunction with the school nurse and the wider pastoral team
- creating a secure, nurturing and disciplined environment in his/her boarding house
- ensuring that all necessary steps are taken to implement any changes to regulations and legislation
- recording and reporting, on a daily basis, all concerns in relation to the children in his/her care
- dealing with any matters that may arise concerning discipline within the house, referring any significant concerns to the Head and, where necessary, the DSL
- maintaining strong, positive relationships with parents / guardians, ensuring that there is excellent communication between school and home
- enforcing all fire safety protocols (and all other health and safety requirements) within the boarding house
- implementing all school policies, as necessary

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In addition, the resident houseparent should:

- promote and safeguard the safety and welfare of all the children and young people for whom they are responsible and ensure compliance with the school's Safeguarding Policy at all times
- be fully conversant with all school policies and procedures relevant to their role in the boarding house and observe these at all times. These include the Staff Handbook (which includes guidance for boarding staff so doubles as a Handbook for Boarding Staff), the Boarding Policy and the Health and Safety Policy.
- attend weekly meetings as a member of the Pastoral Committee
- organise and oversee the compilation of all necessary lists and rotas and ensure that these are distributed and observed
- maintain efficient, clear and constant communication with the Head, the Head of Pastoral, between the boarding houses, the nurses, the school office, the Bursar and the staff room
- maintain an awareness of day-to-day problems of individual pupils and in pupil/pupil, pupil/staff and pupil/parent relationships
- maintain close contact with parents both individually and by occasional emails and updates
- undertake tours of the House for prospective parents and pupils as required
- communicate with colleagues as/when appropriate and be proactive in contacting parents when necessary
- lead a team of house tutors and oversee the day-to-day work of the domestic staff in the house
- offer encouragement, support, and advice to pupils in their participation in drama and music, and in their general contribution to the co-curricular life of Pembroke House
- offer encouragement and support to pupils in their games activities, school matches and house matches
- liaise with the medical staff regarding the fitness and health of pupils and ensure all relevant medical information is shared as appropriate
- monitor specific medical conditions when requested by the nurses and visit pupils in San when necessary
- complete all administrative tasks properly and efficiently to ensure the smooth running of the house
- ensure that fire regulations are known and followed; carry out regular checks and fire practices as required
- monitor pupils' half term and end-of-term travel arrangements.

Person Specification

- has a clear commitment to the safeguarding of pupils in line with the policies and practices of the school

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- has significant and appropriate pastoral experience within a boarding school environment
- has a deep commitment to the pastoral care of pupils within a boarding environment
- has significant school administrative experience and good time management skills
- has superb inter-personal skills, showing and using initiative as well as possessing skills of mediation and conflict management
- has good skills in verbal and written communication and is able to engage all stakeholders
- can work as part of a team as well as managing and leading colleagues
- demonstrates diplomacy, tact, fairness, firmness, tolerance and decisiveness and is a person of warmth, humour and integrity
- can demonstrate a passion for nurturing the specific talents of young people
- has the wisdom, moral courage and imaginative leadership qualities necessary for leading a boarding house in the twenty first century
- is in sympathy with the Pembroke House ethos
- has a willingness to participate fully in the extra-curricular programme of the school
- sees strategies and initiatives through to completion
- maintains a calm, unruffled manner at all times

House Tutors & Other Assistants

The Houseparent is assisted by a team of House Tutors who each assist in the boarding houses on one evening a week from straight after supper (6.30 pm) until 8.30 pm or later as directed by the Houseparent. The House Tutors and other assistants may also be required to help in the boarding houses at other times as required by the Houseparents and detailed on the rotas. The House Tutors and other assistants in the boarding houses work under the guidance of the Houseparents and fulfil such duties as are deemed necessary for the smooth running of the houses, ensuring that proper routines are followed and expectations observed. The House Tutors and other assistants should be fully conversant with all school policies and procedures relevant to their roles in the boarding houses and observe these at all times. These include the Staff Handbook (which includes significant guidance for boarding staff, including details of regular house routines, so doubles as a Handbook for Boarding Staff), the Boarding Policy and the Health and Safety Policy. The House Tutors and other assistants must at all times promote and safeguard the safety and welfare of all the children and young people for whom they are responsible and ensure compliance with the school's Safeguarding Policy.

Gap Students

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Gaps are to assist House Staff in the boarding house and help monitor the safety of the children. The following is a guide to routines that Gaps are required to help with according to the Gaps' duty rota.

Time	Pembroke House Boarding House Daily Routine
<p>7:30am Inspection</p>	<ul style="list-style-type: none"> ➤ The children need to brush their teeth after breakfast and then get ready for inspection: Children should make their beds, duvets should be tucked in or hang symmetrically with no wrinkles, blankets folded at the end of the bed, Teddies neatly arranged, 1 pair of Pyjamas folded and placed under pillow. ➤ Inside the beside locker all clothing should be folded and the locker should be neat and tidy. ➤ On top of the locker should be: 1 box of tissues, toothbrush & toothpaste in mug, torch, sunscreen, 1 reading book and water bottle. Hanging on the hook by their beds are dressing gowns and caps/hats. ➤ There should not be anything under beds at all. ➤ A senior member of House staff should start inspecting dorms at 7.40, if they are not ready inspect anyway and deduct a mark for being late. Record mark out of 5 on the dorm competition sheet for each dorm. They need to be out of dorms by 7.50. ➤ This is the main inspection and should be done with the whole dorm present; children should excuse themselves from inspection if they are not able to attend. ➤ Smelling breath and checking toothbrushes can ensure children have brushed their teeth.
<p>4:00pm-5:30pm on Tuesdays & Thursdays</p> <p>Phones</p>	<ul style="list-style-type: none"> ➤ Open the phone box and make sure children sign out and then back in their phones and chargers on the sheet provided. ➤ There is a phone charging station in the same room. ➤ Some children will need help with their phones and calling home. Use the landline in the sitting room if you need to call a parent because an individual's mobile is not working. Dial 85 to get an outside dial tone, then the phone number, if calling internationally dial 85, wait for dial tone then 000 then number. If you need help the school secretary in the office can help some children with things like phone credit or phones that have stopped working. ➤ There is a parent contacts list under the landline phone. ➤ All phones should be handed in by 5pm, some will be late due to being at extras, as long as they apologise and hand them in before showers that is okay. Year 1 and 2 will need to be reminded to hand them back in. ➤ Once all phones are back in, lock the phone box.
<p>5:20pm Showers</p>	<ul style="list-style-type: none"> ➤ Shower time must be supervised by staff; children are not allowed to start showers until an adult is present. The level of supervision relates directly to the

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	<p>age of the children; juniors should have an adult in the bathroom at all times, middles and seniors should have an adult near the bathroom.</p> <ul style="list-style-type: none">➤ Staff need to close the curtains at the front of house and get children to close their dorm curtains.➤ Scholes House: close and bolt the door that goes to the swimming pool and pull the curtain.➤ Children need to 'chuck' their dirty laundry; they should collect their clean clothes from the ledge at the front of their dorm and then chuck the dirty equivalent only. Juniors need to bring their pants and socks in a sock bag to the showers, so that we can see that they are chucking them.➤ Supervision is essential in an acceptable form during showers to ensure that children do actually wash, to ensure safety, the sensible use of hot water available and to keep a watch for insect bites, bruising, skin issues etc. Those with Verrucas should a verruca sock or flip flops on in showers.➤ Encourage juniors to go to the loo before getting in the shower.➤ Hair washing on the allocated days as needed.➤ Nit checking and treatment needs to be done and recorded at this time too if possible.
5:20pm – 6:10pm After/during Showers	<ul style="list-style-type: none">➤ After a shower the children dress into tracksuits with clean underwear, beds need to be tidy, lockers tidy, hair done, wet towels hung up, they should put their dirty chucking into the laundry basket.➤ A general inspection is done by staff and gaps and children can go once they are ready and their space is tidy.
6:10pm Supper	<ul style="list-style-type: none">➤ Children should be at Supper by 6:10pm which is supervised by day duty staff.
6:40pm Evening cocoa	<ul style="list-style-type: none">➤ After supper/prep/sports hall those children that want cocoa can go to the back of the house and have a small cup of cocoa and maximum of 2 biscuits, BEFORE they change into pyjamas. Gaps to collect biscuits and Tea from Housemistresses House.➤ Regular bed wetters should not have cocoa but can have a biscuit.➤ Years 5, 6, 7 & 8 can have herbal tea instead if they wish. Gaps should supervise the cocoa at all times, children should not pour the cocoa themselves and they need to put cups back when they have finished.➤ Gaps to return biscuits and cocoa to Housemistresses House.
Evening Programme	<ul style="list-style-type: none">➤ After cocoa the children get into pyjamas and brush their teeth, staff should ensure each child does actually brush their teeth.➤ There is a separate evening programme that is on the board at the front of the house which shows who does what.

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	<ul style="list-style-type: none"> ➤ House tutors generally help organise the in-house activities but Gaps may read stories if they would like to. ➤ Gaps should encourage and help the children to get ready for bed and get them calm before lights out. ➤ Reading with torches means that lights should be turned out about 10/15 minutes before actual bed time and the children read in their beds quietly, this gives the children who are tired a chance to sleep early if they wish and wind down time for the others! ➤ Encourage children to go to the loo and get water before bed time, especially the Year 7 and 8's. Year 8's may listen to music with iPods and headphones in the evening; they should not be playing games on gadgets. ➤ Once everyone has had cocoa or finished using common rooms staff should check that the lights in the crate room and in common rooms are turned off and doors are shut and bolted.
7:30pm	➤ Bed time for Years 1, 2 and 3
7:45pm	➤ Bed time for Year 4
8:00pm	➤ Bed time for Year 5
8:15pm	➤ Bed time for Year 6
8:30pm	➤ Bed time for Year 7
9:00pm	➤ Bed time for Year 8
7:30pm-9:00pm Register	<ul style="list-style-type: none"> ➤ Registration must be done by a senior member of the House Staff. (We need to register the children every night, just before lights out is the best time to do this so that you can SEE the right person is in the right bed. Those that are absent need to be accounted for. The children in the dorm can normally give you an idea as to the whereabouts of the missing child however you must follow the procedure as per the missing child policy until you know the whereabouts of the child). ➤ Gaps evening duty finishes at 8:30pm if you have not already been excused by a member of staff please let them know that you are leaving and pass on any relevant information from the day.

GAPS GUIDE TO THE BOARDING HOUSE WEEKEND DUTY ROUTINE

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There should be at least one Gap on duty in the boarding house on the weekend at the following times:

Time	Pembroke House Weekend Duty Routine - SATURDAY
7:40 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. ➤ Once all children have left the House check lights are off before heading to staff meeting.
1:30-2:00pm Rest	<ul style="list-style-type: none"> ➤ The weekend Register is done at Rest by a senior member of House Staff and ALL children should be accounted for. ➤ 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.
5:00 pm Showers	<ul style="list-style-type: none"> ➤ There should be at least one member of staff and one gap on during showers, one person in junior's bathroom and one in middles and seniors bathroom. ➤ 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. ➤ Bolt doors to swimming pool in Scholes House.
After film & Bedtime	<ul style="list-style-type: none"> ➤ Children come in from the film and change into pyjama's, brush their teeth and get into bed. ➤ There is no cocoa on Saturday nights. ➤ The weekend Register is done again at bedtime by a senior member of House Staff 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. ➤ Gaps evening duty finishes at 8:30pm if you have not already been excused by a member of staff please let them know that you are leaving and pass on any relevant information from the day.

Time	Pembroke House Weekend Duty Routine - SUNDAY
	NB: Sunday mornings tend to vary –check the Weekly Programme to find out what is happening and to check timings.
10.30 am Break & Roll Call	<ul style="list-style-type: none"> ➤ Roll Call: Once all children have had their Break, they will sit down near the break table, 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 as per the Saturday rest time register. ➤ During this time, sunscreen should be administered to all of the children by the nurse on duty and all children MUST be wearing a hat. Warn them that no hat will result in a demerit. ➤ After Roll Call, children can go and collect their ice lollies. ➤ Children go to Pre's Lawn after this to hear what Activities are on offer.
1:30-2:15pm Rest	<ul style="list-style-type: none"> ➤ The weekend Register is done at Rest by a senior member of House Staff and ALL children should be accounted for as per the Saturday rest time register.

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	<ul style="list-style-type: none">➤ 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.
6:30 - Showers	<ul style="list-style-type: none">➤ Showers for all.➤ Parents should not be in the House during showers.➤ There should be two members of House staff on duty and a gap during showers, one person in the juniors bathroom, one in middles and seniors bathrooms and one extra to welcome back children from the weekend, collect any tuck and phones and assist parents if need be.➤ Bolt doors to the swimming pool in Scholes House.➤ Children change into pyjamas, brush their teeth and get into bed.➤ There is no cocoa on Sunday nights.➤ The weekly Register is done again at bedtime by a senior member of House Staff 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 the lights out at least 15 minutes earlier than normal bedtime.➤ Do walk about and make sure all children are settled and quiet.➤ Gaps evening duty finishes at 8:30pm if you have not already been excused by a member of staff please let them know that you are leaving and pass on any relevant information from the day.