



SWANBOURNE HOUSE



## Boarding Handbook 2019 - 2020

Take One **Bright** Mind....

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## OUR MISSION STATEMENT:

To unlock and develop the confidence and individual talents of each child.

## AIMS OF BOARDING:

a. **Short-Term Aims.** To provide a high level of domestic, academic and pastoral support for all children who board, allowing them to develop important personal skills. This aim makes no distinction between boarders of any gender nor does it consider the frequency with which any child boards. The most important part of this aim is to provide children with the right environment so that they can develop the following personal skills:

- Co-operation
- Tolerance
- Compromise
- Self-discipline
- Responsibility
- Leadership
- Selfless Behaviour
- Community Spirit

b. **Medium-Term Aims.** To ensure that high levels of domestic, academic and pastoral support are consistently maintained and monitored. This aim ensures that the quality of care is consistently applied to all children throughout their time as a boarder through support, training and induction of Staff. It also ensures that all domestic arrangements, routines, fixtures and fittings are monitored to maintain the high standards of comfort, safety and domestic care of the children expected in the short-term aims.

c. **Long-Term Aims.** The working relationship between the school, parents and children with regard to boarding is positive, open and preparatory in order to build a sound foundation of parental support for boarding generally and at Swanbourne House specifically. This aim provides two key links within the boarding aims overall. Parental confidence in boarding at Swanbourne House will only be realised if the medium and short-term aims are fully realised; parental confidence in boarding generally will only be realised if the medium and short term policies are based on longer term aims.

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## INTRODUCTION TO BOARDING AT SWANBOURNE:

Swanbourne House has a long tradition as a boarding school. The purpose of this document is to explain the aims and ethos of boarding at Swanbourne House in order to help you make a decision about boarding for your child.

As a preparatory school, one of our primary aims is to prepare children for the transition and progression to their public schools. As the majority of the schools we feed to are boarding schools, part of the preparation is helping the children to settle into a boarding routine that will ease the transition.

## WHY CHOOSE TO BOARD?

Boarding is central to life at Swanbourne House and we believe it will enable your child to make the most of their time at prep school. Boarding should be a partnership between the school, the family and the pupil that aids the child to develop and grow within a diverse and supportive environment.

## BOARDING OPTIONS

**Full boarding-** These pupils will arrive at the beginning of term, spending the weekends in term time in school. Full boarders take part in activities and trips on Sundays and will only leave school during exeats and school holidays.

**Weekly boarding-** Pupils who are weekly boarders will arrive in the boarding house on a Sunday evening or Monday morning each week. They will be part of the full timetable of school life and boarding throughout the week, going home on Friday or Saturdays after matches depending on their age. If your child is going to board at senior school, we strongly advise that (at the least) they start as a weekly boarder in their final year at Swanbourne House.

**Flexi boarding-** The flexi option is taken when a child would like to regularly board but for only 1, 2 or 3 nights a week. We ask that these nights are the same each week, and not changed throughout the term. Both full, weekly, and flexi boarders benefit from the stable structure of pupils knowing when they are boarding and who is in which dorm each night.

In some cases such as parental illness or a particularly early departure time for a trip, we offer the option of last minute ad hoc boarding. The earlier we are notified of these requests the better as spaces can be limited.

Children can board from as young as the 7s (Year 3) but most begin boarding in the 8s or 9s (Year 4 or 5).

## HOW DO I SIGN UP FOR BOARDING?

If you would like your son or daughter to start boarding, please email [boarding@swanbourne.org](mailto:boarding@swanbourne.org). It is best that your child starts boarding at the start of a new term; however, a special request can be made for your child to begin boarding midway through a term, space allowing. If we do not have

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enough places to offer every application, priority will be given to those who are requesting a more complete boarding package. In addition to this, priority will be given on a first-come, first-served basis. Children and families who show a commitment to boarding will always be favoured when allocating bed places. Once a child has become a boarder, we will assume that they will continue to board with the same package for subsequent terms unless we hear otherwise. If you intend to change your child's arrangements, we ask you contact us as soon as possible.

## **CAN I BE SURE MY CHILD WILL GET A GOOD NIGHT'S SLEEP?**

It is our main priority to ensure that the children are fully rested for the school day. Some of the children will go to bed earlier and some later than they do at home, but we set lights out times according to the age of children to ensure they get a good night's sleep. We monitor the children after lights out to make sure they get to sleep. However, you must appreciate your child may be tired at weekends due to the long nature of the school day and the wide range of activities on offer. Once settled into the routine, boarders soon get used to their surroundings and sleeping routines. If there are issues in the night, boarders can easily alert boarding parents or duty staff.

## **WHERE WILL MY CHILD SLEEP?**

The boys' dormitories are on the first floor and the girls' dormitories are on the top floor of the main house. There are six boys' dormitories and five girls' dormitories and your child will be allocated a bed in one of these dormitories depending on their gender and age.

Full, weekly and flexi boarders have the same bed every time they board. We feel this adds to the continuity and settled routine. We try, where possible, to keep your child with other boarders of the same age. There are allowances given for children who wish to swap dormitories; however, a special request must be made to the Boarding team - there must be a sound reason for this request. Your child can also decorate their dorm with appropriate posters, photos or anything personal to make it feel more like home. The bed space is a blank canvas for the children to decorate; personalising the space is actively encouraged and we will spend time decorating with the children at the start of each term.

## **CAN I SEND MY CHILD POST?**

The children love to receive letters and small parcels from home, which can be sent to the school address.

## **CAN MY CHILD LOCK PERSONAL ITEMS AWAY TO KEEP THEM SAFE?**

We suggest that boarders leave valuable and precious items at home. If they do bring valuable items or confidential items to school these can be looked after by the Boarding Team; however, this is at the child's own risk.

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## **WHAT HAPPENS IF MY CHILD PLAYS A MUSICAL INSTRUMENT?**

We encourage all children who have music lessons to practise their instruments daily. There is a supervised morning music practice from 07:30am until 07:50am four mornings a week. We will monitor these sessions to ensure that the children are practising diligently. Mr Phillips and the Boarding Team are in regular contact to discuss the progress made in music by boarders.

Personal stereos, MP3s, and iPods certainly make children feel more at home, and pupils are welcome to bring them to the boarding house (although they are not to be taken into school).

## **ARE BOARDERS TAKEN OUT OF SCHOOL ON TRIPS?**

We strive to ensure that the children can take part in a variety of activities which might interest them. Therefore, where possible, we will take the boarders on trips outside of Swanbourne to museums, bowling alleys, the cinema or adventure parks (to name but a few). These trips are usually limited to weekends as there are already a number of evening activities provided at school for children to take part in during the week.

## **WHAT WILL MY CHILD NEED TO BRING WITH THEM?**

### **Checklist**

1. Home clothes including underwear, a warm jumper for outdoor activities. (All clearly labelled).
2. Toiletries: toothpaste, toothbrush, shower gel, shampoo, towel, hairbrush, no aerosols, roll on deodorant only please
3. Pyjamas, dressing gown and slippers
4. Reading book
5. Labelled uniform, 3 of each item for full boarders. Weekly and full boarders have their uniform washed by laundry
6. Tuck: children do not need to bring tuck into school as the school provides this
7. Two bath towels and a hand towel
8. Rain coat and warm coat
9. Pocket money – this will be kept in the office safe until needed

### **Optional**

1. Teddy Bear or other home comfort
2. Your own duvet or pillow, should you prefer not to use the bedding provided by the school

## **HOW CAN MY CHILD CONTACT HOME?**

It is important to keep in touch with your child at appropriate times; you will of course be missing them and they will be keen to tell you about all that they have been up to. There are a number of ways of contacting them:

- Telephone - each floor has a phone. These phones only take calls into the house

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- Mobile Phone - boarders can bring mobile phones to the Boarding House which can be collected from the Office upon request to make calls home at suitable times
- Email - everybody has an email address and access to computers in the Library and ICT room at allocated times
- iPads and Tablets - these items are restricted for use on a Wednesday evening and during the weekends. At all other times they are locked away safely in the phone cupboard

Who can my child talk to?

- The Boarding House Parents and Residential Boarding House Tutor
- Boarding tutors
- Mental Health First Aiders – Miss Grace and Mr Selby-Lowndes
- Other members of staff
- Their parents
- Their friends
- School nurse

### ***The School Counsellor***

Sometimes the school may recommend to parents that children will benefit from talking to someone beyond the teaching staff. Our School Counsellor, Mrs Jane Rushton, is in school at times advertised to the children for this purpose. Children can also seek her advice on support for themselves. Our Counselling Policy is available on the school website (<http://www.swanbourne.org/Policies>).

## **WHAT IF YOUR CHILD WANTS TO TALK TO SOMEONE CONFIDENTIALLY, SOMEONE OUTSIDE OF THE SCHOOL?**

We hope your child will always be happy to talk or complain to someone in the school; however, if your child would like to talk or complain to someone outside of the school there are lots of people designated to help them.

1. There is an organisation called ISI who work with boarding schools to make sure everyone is looked after properly. They can be reached at Independent Schools Inspectorate, Ground Floor, CAP House, 9-12 Long Lane, London EC1A 9HA; telephone 020 7600 0100.
2. CHILD LINE.
3. The Independent Listener; who is someone able to listen to your child and has no connection with the school. His name is Revd Simon Faulks and he can be contacted on 01296 728531 or at [simon@5parishes.org.uk](mailto:simon@5parishes.org.uk).

## **COMPLAINTS**

If you are unhappy about an issue at school, we strongly encourage you to contact us directly to enable us to look into your concerns and take action as required. However, if the complaint cannot be resolved on an informal basis, then parents should put their complaint in writing to the Head. The Head will then decide upon an appropriate course of action. If you are still not satisfied, the matter

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will be referred to the complaints panel made up of members of Swanbourne House's Governing Body.

## MEDICAL ISSUES

Miss Grace is a Registered Nurse who is available in our Surgery during the school week. Mrs Talkington the Head of Boarding who is residential in the boarding house is also a registered nurse and who will be on call most nights in the boarding house.

The school has a GP who visits weekly to monitor boarders' health needs; appointments can also be made for boarders during the week, if required.

ALL medication must be given to Mrs Talkington on arrival and any medical issues discussed.

We will accept medication for your child; however you **must** fill in an administration of medication form for boarding, kept in surgery. Medication **must** be supplied in the original container or packet. We reserve the right not to administer medication should these requirements not be fulfilled. Medication will be kept locked in the surgery cupboard or refrigerator. Medication will be administered by the nurse when required. If your child has asthma, an inhaler must be kept on the child's person, in their games' kit, and in surgery. Salbutamol nebulisers are also kept in surgery for use in an emergency.

The health of your child is of paramount importance to us, so the School Nurse and Mrs Talkington will keep a close eye on your child's medical and mental wellbeing. You will of course be informed if your child is unwell or requires prescription medication.

## STAFF

Head of Boarding; Mrs Talkington (AKA Mrs T), lives in residential accommodation in the boarding house with her husband Mr Talkington. Mr Kirk, Assistant House Parent is on call when Mrs T is off duty. We also have a Residential Boarding House Tutor, Mr Selby-Lowndes who lives in a flat on the top floor and a number of rotating boarding tutors.

## Gaps

At Swanbourne House we are very lucky to have great gap students from all around the world who will help to entertain your children in the evenings, hear them read and be another port of call in our wide range of enthusiastic boarding staff.

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## **A TYPICAL DAY IN THE BOARDING HOUSE**

### **7:15am - Wake Up Time**

The children will be woken up by the Boarding Team and the Gaps who will help them to get ready, make beds and tidy up before breakfast.

### **7:30am - Music Practice**

Any child who plays a musical instrument has the opportunity to attend supervised music practice for 15 minutes.

### **7:45am - Breakfast & Registration**

Every morning the children will sign out for the day, ensure they are prepared for their day in school, and ask them to choose their activity for the evening.

The children will have a choice of cereals, toast or fruit and juice or tea. There is also a hot option which includes bacon, sausages, hash browns, beans or pastries.

### **8:15am - Off to School**

The children head to their form rooms for school registration.

### **4:45pm - Prep**

After games the children will go to a classroom in order to complete their prep. These sessions will be supervised by a member of the day's duty staff.

### **5:30pm - Dinner**

Dinner is served from 5:30pm for boarders and those day pupils staying later at school depending when they finish Prep. Pupils have a choice of main, sides and pudding.

### **6:00pm - Boarders' Registration**

All boarders attend registration and tell staff about their day. New boarders will choose their activity for the evening.

### **6:45pm - Activities / Free Time**

Each term a new activities timetable will be displayed, where boarders can choose activities to take part in for every evening in the week. There will be sports, arts and crafts, cookery, talent contests, and film nights, to name but a few. They can also use this time to practise their music or complete any extra prep. If they have any ideas for activities which they think should be provided for boarders then please ask them to suggest these to the Boarding Team.

### **7:40pm onwards - Bedtime Routine**

Depending on the child's age, they will have a shower and go to bed at a set time each evening. Before lights out they will have time to read. The younger boarders, and those who need help with their reading, will read aloud to boarding staff.

Top Year have down time where they can read a magazine, finish some work or chill out after a busy day.

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**Lights Out:**

7/8/9s 8:15pm

10s 8:30pm

11s 8:45pm

TY 9:15pm

**During The Night**

If your child feels unwell during the night, they may ring the bell on the duty room doors and someone will come to them. They should not worry about ringing the bell - we are here to help at all times.

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## **LAUNDRY**

Boarders are asked to put their clothes in the laundry, there is a rota showing what days items are washed. The boarding staff will make sure that is washed and returned to them within two days.

## **TUCK SHOP**

The boarding house has its own Tuck shop that sells all essential items from personal hygiene to stationary. It also sells snacks and drinks. The Tuck Shop is run by the boarder for the boarders and will be open on Monday and Friday evenings every week.

## **MONEY AND PASSPORTS**

Boarders need to hand in any money to the boarding staff.

The boarding house has a pocket money system, it will be locked away and given to the boarders when they need it.

International Boarders need to hand in their passport and BRP. These are kept in the boarding office safe. When needed they just need to ask a member of staff.

## **TRAVEL PLANS**

Parents and guardians must inform the boarding staff of any travel plans by completing the online form. These arrangements will be checked and any changes to the details must be made no later than one week before the departure date.

Before boarders leave for the holidays, all bedding must be removed and the bedroom left tidy. Storage options for full boarders will be made available.

## **WEEKEND ACTIVITIES**

Each Sunday there is a boarding activity for all boarders. Parents and guardians will be sent a link to a form giving permission and, if there is a cost involved, agreeing to the cost to be added to the school bill.

## THE SWANBOURNE WAY

At Swanbourne House **these core values** apply to all that we do:

- **Respect** for each other, for all who work in the school, for visitors, for the school environment and for the local community. There is no tolerance for bullying. Good manners should be present in all of our relationships.
- **Kindness** in our words and actions so that each member of the school community seeks to help others every day.
- **Personal responsibility** for our appearance, our work, our books and equipment, our time and our behaviour. We have a culture of trust which requires all to be worthy of that trust.
- **Endeavour** which means that we expect everyone to do their best and to aim to improve in every part of school life.

Therefore, pupils and teachers have agreed the following **code of conduct** to describe what we expect behaviour at Swanbourne House to be like:

- Use positive language
- Follow instructions
- Be honest
- Keep hands, feet and objects to yourself

If you have any questions, please do not hesitate to call into the school office and ask to speak with the Boarding Team or any of the other boarding staff, all of whom will be happy to help. We also welcome visits and taster nights for children so that you can truly appreciate the wonderful experience of boarding at Swanbourne House.

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