



YARLET SCHOOL

Where excellence begins and confidence grows

Welcome to boarding at Yarlet School!

A handbook for pupils and their parents

Introduction

We run a family orientated boarding house and we are very much looking forward to welcoming you to our extended family!

We have both girls and boys in boarding, ranging in ages from 7 – 13 years old. We expect you to look out for and help each other and we have a fantastic group of adults working in the house to ensure that the time you spend in boarding is as safe, successful and happy as possible.

This handbook aims to give you an insight into boarding at Yarlet School but if you still have some questions, please talk to one of the boarding adults.



Who's who?

There are three key, permanent members of staff:

- Mr Raybould (Head of Boarding)
- Natalie Owen (Houseparent)
- Kirsty Nixon (Houseparent)

In addition, we have additional boarding supervisory members of staff. All staff working in boarding have received specific training in boarding and safeguarding children and have stringent vetting and background checks. At least one member of staff on duty will also be trained in first aid.



Where will I sleep?

The boarding house consists of 4 girls' dorms and 4 boys' dorms (Wren, Heron, Hen, Robin, Raven, Curlew, Osprey and Jackdaw).

We allocate dorms and beds according to age groups and we tend not to mix children of significantly different ages. We tend to assign the same bed to the same pupil each week although the flexible nature of boarding at Yarlet means that this is not always possible.

Can I personalise my area?

Yes! You may bring anything which will help personalise your area and make you feel at home. Typical items include posters but especially cuddly toys, even the Form 8s bring these!

What should I wear?

We encourage you to bring 'home clothes' which you can change into after the end of the normal school day. This helps to make you feel at home rather than at school.

At night, you will need suitable nightwear, a dressing gown and slippers. For the next day, you will need a change of underwear and a clean uniform.



What happens in the evening?

- 4.30pm Short break after games
- 4.45pm Supervised prep.
This is when you can get most of your homework done
- 5.30pm Short break after prep
- 5.45pm Dinner in the main dining room
- 6.15pm Free time. An opportunity to get changed into your 'home clothes' followed by some time to study, play outside or relax indoors
- 7.00pm An activity is offered. This could be all manner of things and includes: playing sports outside, playing manhunt in the dark, games in the sports hall, board games, a film with popcorn, bingo, drone flying, party games, swimming, baking, nerf gun games, crafts, fashion nights, etc... There are also standard things which are available whenever a you have free time such as Sky TV, a games console, a pool

table, board games, a table football game and a common room simply to relax in. Some older children prefer to relax and spend time with their friends rather than take part in the organised activity; this is fine! We will also sometimes take you out of school for a treat, outside activities include: trips to the park, walking in the woods, bowling, the cinema, laserquest, flip out, tubing, dinner at a restaurant or any other exciting opportunity which may present itself!

8.00pm	A bedtime drink and snack
8.10pm	Showers and getting ready for bed, including brushing teeth
8.30pm	Bedtime and lights out for children in Forms 3, 4 and 5
9.00pm	Bedtime and lights out for children in Forms 6 and 7
9.30pm	Bedtime for Form 8

What happens in the morning?

7.00am	You may get out of bed. (But until this time you must remain in bed unless you need the bathroom or require assistance. Listen out for the chapel bell – it chimes for the first time at 7am!)
7.30am	If you are still asleep, you will be awakened by a member of staff.
7.45am	A bell rings to indicate breakfast in the main dining room
8.15	Making beds, brushing teeth and packing bags ready for school
8.30	The start of the school day (You will not be allowed in the Boarding House during the normal school day.)



What if I feel ill?

Throughout the school day and at all times during the evening and at night, there is at least one member of staff on duty. During the evening and at night, there is always a member of staff on duty on the girls' floor and another on the boys' floor. If you feel unwell, are frightened or cannot sleep, you will be able to easily find someone to help you or there is a button to press in every dormitory which will alert a member of staff. If you need help or assistance during the night, it is usually very minor and you will soon be back asleep. Very occasionally, you may need help from a doctor and we might even have to take you to hospital. If that happens, we will let your parents know so that they can come to help you too.

If you are too ill to go to school in the morning, we will ask your parents to take you home.



What happens if I feel homesick?

It is very normal to feel homesick, especially if you are new to boarding. Homesickness affects children of all ages, so please don't feel embarrassed if you are older. Most boarders feel homesick at some time or other so the best people to help you are the other children. They will have been there and will understand how you are feeling. The best advice is to get stuck in to all the activities that are on offer, make friends and keep busy. Very soon it will pass and you will be home before you know it! All the staff who work in the boarding house are kind and friendly. If you are upset or worried about anything then there are many different people that you can turn to for help.



What if I need something during the night?

If you need something during the night, please let an adult know. This can be done using the 'PRESS HERE FOR ASSISTANCE' button which you will find in each dormitory close the light switch or you can just knock on an adult's door. We will show you where everything is when you first board.

You may need support because you are feeling ill or homesick or you may need an adult during the night for lots of other reasons. It could be as simple as you can't sleep or feel cold or maybe you have heard a funny noise and feel frightened or maybe you have just had a bad dream or wet the bed. We are used to dealing with all these things and you should not be put off boarding if these things sometimes happen to you. They happen to children of all ages from time to time, especially when they are away from home or a bit nervous or excited. There are things we can do to help you so please tell us if you need us, even if that is in the middle of the night. If you know that you sometimes need an adult during the night, please ask your mum or dad to speak with one of the adults in boarding so that they are ready to help you. Some things can be embarrassing so confidentiality and sensitivity are very important to us. We will never let other pupils or other teachers know about what you may need unless you ask us to.



Can I call home?

Yes you can. There is a telephone in the school library where you can speak to your parents in private. If you don't know your number, we can find it for you. However, you may not bring a mobile telephone or any other electronic device into the boarding house.

Can my parents contact the school?

Yes they can. They can use the school number (01785 286568), email Mr Raybould (ian.raybould@yarletschool.org) or ask for a mobile number.



Can I bring in toys and games?

We ask you not to bring in toys and games because they sometimes get lost or broken. But if you have ideas for any toys or games which you would like to see in boarding, just let us know as the school may be able to buy them for you.

Can I bring in sweets and snacks?

We ask you not to bring in your own drinks and snacks. We supply drinks and snacks for you and will always give you a snack or drink if you are hungry or thirsty.



Do I need to bring pocket money?

No. All activities will be paid for by the school.

How should I behave?

We expect you to behave as you would if you were at home. We expect you to respect each other as well as the adults who work in boarding. We expect you to follow instructions which help to keep you and everyone else safe. We will never accept bullying or any other antisocial or inappropriate behaviour. We expect you to follow the boarding rules which are posted in each dormitory. If you break the rules or are disrespectful, we may give you a 'strike'. Three 'strikes' and we may ask you to take a break from boarding until we are sure that you can behave appropriately.



Can I use the Internet?

If you would like to use the internet for your studies or maybe to read the news, please ask an adult. We have a few computers which you can use but we will keep an eye on what you access so that we can keep you safe.

What if I am worried about something and want to talk to somebody about it?

There are lots of people you can speak to! Here are some of them:

- Your parents – remember you can call them in private.
- One of the adults who work in boarding.

- Mr Raybould
- Mrs Nixon
- Mrs Owen
- Mrs Burrows-Berry
- Your tutor
- Any other member of staff, including the cleaners, grounds and catering staff
- Or, if you prefer, someone out of school such as:
 - Our Independent Listener, Mrs Harrison (07375 520079)
 - Someone at 'Childline' (0800 1111)
 - The Children's Commissioner (0800 528 0731)

You certainly never have to keep problems or worries to yourself!

Always speak to someone if something doesn't seem right or are worried about something!

On the next few pages, we have our 'Boarding Principles and Practice' document. This is a difficult document for younger children to understand but please show it to your parents who will know which parts you need to be aware of.



YARLET SCHOOL

FLEXI-BOARDING PRINCIPLES AND PRACTICE

Aims

We aim to create a safe, caring environment in which we can discover, nurture and develop the potential in each child, building confident, balanced individuals fully prepared for their next school.

We offer optional boarding on a 'flexi' basis (Wednesday and Thursday nights) for pupils from the age of 7 upwards (Form 3 to Form 8). Children in the 11 to 13 years intending to go on to Senior Independent Boarding Schools are encouraged to board, so aiding a smooth transition to their next school.

Yarlet prides itself on the caring and supportive atmosphere that is evident throughout the school. This is nowhere more apparent than in the boarding section, where we want children feel happy, secure and relaxed. In the evening there is always a buzz of activity in a warm, homely atmosphere.

Boarding at Yarlet promotes independence and equips children with social skills that will be invaluable to them as they embark on the next stage of their lives. We aim to create an atmosphere in which boarders' happiness and personal development come first. We believe that the boarding experience should be fun and should offer an opportunity to build friendships and a team spirit of great depth and breadth.

Pastoral Care

Family life is at the core of the school and this is never more important than when pupils board. There is a relaxed, friendly atmosphere, where each child is treated and encouraged to treat others, with care and respect. The Head of Boarding and House Parents work closely with parents to ensure the happiness and overall wellbeing of each child.

The school is fortunate to have its own chapel, where the Main School pupils gather regularly for services and assemblies. This encourages each child to participate in the social and spiritual life of the school, uniting us all in our shared goals for the success and happiness of everyone. This community spirit is carried forward into all our undertakings and is particularly prevalent within boarding. Close bonds between staff and families are common as we work in partnership to ensure the happiness and security of each and every child.

Behaviour and Discipline

As with all communities, there are some rules to observe in boarding and we expect good standards of behaviour. The boarding rules are displayed in all dormitories. Our aim is to reinforce good behaviour by recognising it and showing that we appreciate it. When there are minor divergences, these are dealt with as they would be at home and we try to avoid boarders being sanctioned at school for something which happened in boarding or 'at home'. Typical sanctions may involve a child needing some 'time out' or he or she may be asked to go to bed earlier or be given a chore. If boarders persistently break the rules or are disrespectful, we may issue a 'strike'. If a boarder were to receive three 'strikes' within a term, we may ask him or her to take a break from boarding until we are sure that he or she can behave appropriately.

On the very rare occasions when there are more serious instances of unacceptable behaviour such as serious instances of dishonesty, vandalism, reckless conduct, bullying or peer-on-peer abuse, the school's Safeguarding Children, Behaviour and Discipline and/or Anti-bullying Policies are applied to boarders. The school's Safeguarding Children, Behaviour and Discipline and Anti-bullying Policies can be downloaded from the school's website.

Anti-bullying

Boarders, as with the rest of the school, learn to live as a community. We believe that boarders must accept people as they are, not as they would like them to be. We believe that all children have a right to grow up at Yarlet in an atmosphere free from teasing, bullying and intimidation. Bullying of any kind is unacceptable; the school will work with parents and pupils alike to ensure bullying is never accepted at Yarlet. Full details about the school's stance and procedures can be found in the Anti-bullying Policy which applies to day pupils and boarders. A copy of our Anti-bullying Policy can be downloaded from the school's website.

Safeguarding Children

We aim to create an open and trusting environment in which every boarder knows that he or she may approach a member of staff confident in the knowledge that they will be listened to sympathetically and respectfully and that their concerns will be addressed appropriately. For children's safety, boarding areas are out of bounds to everyone aside from boarders, cleaners, maintenance staff and boarding staff. When there is a need for 'unchecked' ancillary, contract or other such staff to be in areas where they may come into contact with boarders, they will be supervised at all times.

The Head of Boarding, House Parents and Boarding Supervisory Members of Staff receive training in safeguarding issues and the implementation of the school's Safeguarding Children Policy. Our Safeguarding Children Policy applies to day pupils and boarders. A copy of our Safeguarding Children Policy can be downloaded from the school's website.

Relevant phone numbers for Child Line, the School's Independent Listener and the Children's Commissioner are displayed prominently on the boarding noticeboard and are listed below:

Child Line:	0800 1111
Independent Listener (Rebecca Harrison):	07375 520079
The Children's Commissioner:	0800 5280731

Health and Safety

The school's Health and Safety policy applies to day school and boarding provision and can be downloaded from the school's website. Our approach to Health and Safety in boarding adheres to the requirements set out in the Department for Education's 'National Minimum Standards for Boarding Schools' regulations.

All areas of the school are risk assessed as are any potentially dangerous activities which may take place during boarding time either on or off the premises. The Head of Boarding, House Parents and Bursar are responsible for ensuring that the school's boarding facilities are safe, clean and hygienic.

Pupils are made aware of areas of the school buildings and grounds which are out of bounds because they are considered too risky. The adults who work in boarding ensure that pupils do not venture into such areas.

Fire Safety

Our approach to Fire Safety adheres to the requirements set out in the Department for Education's 'National Minimum Standards for Boarding Schools' regulations and complies with the Regulatory Reform (Fire Safety) Order 2005. Part of this requires the school to undertake evacuation simulations regularly (at least once per term) during boarding hours.

Safety and supervision on school journeys

When boarders are on trips or excursions, their safety and wellbeing is of paramount importance. Please see our Minibus and Off-Site Visits Policies for further details.

Prefect duties, powers and responsibilities

When day prefects board, they retain their prefect status and may assist and support other boarders and staff. They are sometimes given certain tasks or responsibilities to assist with the smooth running of the boarding house. For example, helping with the induction of new boarders or the arrangement of activities. Prefects are not given any additional powers and are not permitted to discipline other boarders. Pupils who are not prefects in the day school may be given Boarding Prefect status if this is deemed appropriate by the Head of Boarding.

Physical restraint of pupils

Day pupils and boarders are subject to the school's Physical Restraint Policy which is included in the Boarding Staff Handbook and can be found on the school's website.

Searching pupils

Day pupils and boarders are subject to the school's Searching Pupils Policy which is included in the Boarding Staff Handbook and can be found on the school's website.

Medical Care

The Head of Boarding and House Parents are responsible for pupils' health. If a child is ill whilst boarding and the situation cannot be easily managed by the adults working in boarding, the Head of Boarding or a House Parent will contact parents by telephone. Parents would have the option to collect their child although, if this were not possible, the child would be supervised and/or monitored by boarding staff throughout the night. Pupils who are ill will be moved into a vacant dormitory until collection can be arranged. If a child were deemed to need medical attention, they would be taken to a doctor or, in more extreme cases, transferred to hospital by car or ambulance. In such cases, parents would be informed without delay.

The school allows children to board with a range of medical conditions as long as any additional risks are known, assessed and considered manageable. This includes those with chronic conditions and/or disabilities. For example, children with anaphylaxis, asthma, diabetes and/or epilepsy would be welcome to board assuming such conditions are being well managed and the school is clear about any adaptations which may need to be put in place and/or any medication which needs to be available/administered. It is sometimes necessary to provide the Head of Boarding or House Parents with additional information and/or training and it is the parents' responsibility to draw the Head of Boarding's attention to this necessity.

As boarders at Yarlet are flexi-boarders, we ask parents to be responsible for ensuring their child is registered with a doctor, dentist and, where necessary, an optician and that they take responsibility for making appointments and arranging all routine checks.

Dental hygiene

Dental appointments should be arranged by parents and these should be outside of school hours where possible. All pupils are expected to bring a toothbrush and toothpaste and the brushing of teeth is supervised by staff before bed and after breakfast.

Accidents

Parents will always be informed of an accident involving their child. This applies to boarders and day pupils. Notes are made by the school which record any treatments given and any follow-up actions which may be required. The Head of Boarding monitors this to keep track of medical issues.

First Aid

First Aid provision is available throughout the school day and overnight for boarders. The Head of Boarding and House Parents are all qualified first aiders. The school has a small dispensary where injuries and minor ailments can be treated. First Aid kits are available for staff to take with them for offsite activities. Full details of First Aid arrangements can be found in the school's First Aid Policy which covers day pupils and boarders and is available on the school's website. Boarding Supervisory Members of Staff should not deal with any child who requires medical assistance or first aid treatment but should draw immediate attention to this need to the Head of Boarding or a House Parent. This includes during the night when there should be no hesitation to wake up a House Parent or Head of Boarding if a child needs support.

If a child needs the attention of a doctor or needs to visit the hospital's Accident and Emergency unit, parents are informed immediately so that they can accompany their child. However, if waiting for parents would cause a delay which would be potentially detrimental a child's health or wellbeing, the Head of Boarding or a House Parent would accompany the child until such time as parents arrive. All pupils at Yarlet are minors and, therefore, would never be left on their own.

Policy for giving non-prescription medicines

Parents must sign a consent form indicating that they give their permission for the school to administer non-prescription medicines such as paracetamol or antihistamines. An up-to-date summary of the parents' consent or otherwise is listed in individual medical files. This will be referred to before any treatment is given. Boarders are not permitted to self-medicate. The Head of Boarding retains medicines and manages how and when they are administered. The Administration of Medicines Policy applies to day pupils and boarders and can be downloaded from the school's website.

Food and nutrition

Food at Yarlet is of a high standard. All meals are cooked onsite by our own chef with ingredients of the highest quality. The chef is responsible for providing nutritious menus and snacks and drinks are offered before bedtime. Healthy options are always available. Special dietary requirements can be catered for, but it is the responsibility of parents to draw the school's attention to these.

Opportunities to study

'Prep' sessions take place each boarding night; these are supervised by members of staff. When pupils need to undertake further study, arrangements are made and, where necessary, support given to complete tasks.

New Boarders

When a child boards for the first time, they are assigned a member of staff and senior boarder or boarding prefect who acts as a 'buddy'. They are taken through a short induction list which includes critical health and safety and safeguarding matters. New pupils are asked to sign to verify that their induction has been carried out.

Home - School Relationship

The relationship between parents and the school is integral to the happiness and security of boarders. To this end we encourage regular communication between school and parents by telephone or email, or in person. The Head of Boarding can be reached by via his direct email address: ian.raybould@yarletschool.org or by telephone (01785 286568).

Accommodation

We work hard to provide accommodation for boarders which is comfortable, fit for purpose and which allows appropriate privacy. We also aim to provide an environment which is, as far as is reasonably possible, free from physical hazards and dangers of any sort in order to safeguard and promote the welfare of each boarder. Posters and pictures may be displayed on the boards which are provided in dormitories and boarders are encouraged to personalise their own space.

Multimedia devices, mobile telephones, tablet computers and other electrical devices

These items are forbidden in school and this rule applies to boarders. Any child bringing in an electronic device or telephone must submit it for safekeeping to the Deputy Head on arrival at school. It can be collected when the child goes home. Boarders have a right to telephone home. If a boarder would like to do this, he or she simply needs to ask a member of staff. Pupils will be provided with access to a school telephone free of charge and in an area which provides appropriate privacy.

Laundry

There is a laundry on the premises which is primarily used to launder bed linen. However, it can be used for clothing as and when this may be necessary although, on the whole, parents are responsible for laundering their own children's clothing.

Pocket Money

Flex-boarders do not require pocket money and should not, therefore, bring money into school.

Letters and Stamps

These are available on request in the school office although the nature of flexi-boarding usually means that these are not needed.

Telephones

Boarders have access to a telephone which is located in a private area. Boarders will be given permission to use the telephone to call their parents on request and will be permitted to speak in private.

Insurance of Personal Property

Although the school covers pupils' belongings against fire and proven theft, it does not provide insurance against the more common risks of forgetfulness or carelessness, etc. Parents are therefore advised to take out 'all-risk' cover for their children's belongings or at least for their more valuable possessions. The school cannot be held responsible for the loss of electrical items and toys and so on. If in doubt, please do not allow your child to bring valuables into school.

Storage of clothing and belongings

Boarders may choose to unpack and are supplied with a small cupboard although most flex-boarders only stay for one night at a time and therefore choose to keep their clothing and belongings in a bag or small suitcase.

Boarding activities

A good range of activities are organised for boarders who also have supervised access to most school facilities after school and have a common room along with access to games. There is a wide selection of board games as well as a table football game, a pool table, a TV and games console.

Games consoles

As a school, we prefer to encourage team games, board games, reading and creative activities. Having said this, there is a games console which pupils can make use of when time permits. Pupils are not permitted to bring in their own electronic games.

Booking a bed for flexi-boarding

If you would like your child to board, you must complete a request form which can be obtained from school's reception. Forms for staying overnight on Wednesday or Thursday must be returned to the school by the latest of Tuesday.

Regulatory Compliance

Yarlet works hard to ensure that it meets all of the regulatory requirements set out in the National Minimum Boarding Standards and in other relevant legislation.

The school is subject to regular inspection by the Independent Schools Inspectorate to ensure that all regulatory requirements are met or exceeded.

Management and Administration

At Yarlet, the Headmaster is also the Head of Boarding and is ultimately responsible for the smooth and effective running of boarding. He has House Parents and Boarding Supervisory Members of Staff to assist with this. Planning and training meetings are chaired by the Head of Boarding and are used for the circulation of information and discussions about topical issues or pupils who are causing concern.

Boarding Staff

Head of Boarding (and Headmaster):	Mr Ian Raybould
Houseparents:	Kirsty Nixon and Natalie Owen

Adults who work in the day school may be asked to assist in boarding. In such cases, they will first be provided with additional training in boarding. For purposes of this document and when working alongside children in boarding, they will be considered 'Boarding Supervisory Members of Staff'.

Signed:



Date: September 2018

Review Date: September 2019

All policies referred to in this document can be found on the school's website:
<http://www.yarletschool.uk/index.php/policies>

- Anti-bullying Policy
- Safeguarding Children Policy
- Health and Safety Policy
- Behaviour and Discipline Policy
- Physical Restraint Policy
- Searching Pupils Policy
- First Aid Policy
- Administration of Medicines Policy