

Ashdown House



Boarding Handbook

January 2014

Revised July 2015

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1. Statement of Boarding Principles and Practice

Aims and Objectives

At Ashdown House we aim to:

- Develop the whole person, a desire for the truth and a respect for one another.
- Produce an open and trusting ethos in which all children are able to feel that they are able to approach any other member of the community (staff or pupil), confident in the knowledge that they will be treated and respected as individuals.
- Create an atmosphere of tolerance, openness and trust.
- Provide the conditions for children to develop their intellectual potential through participation in activities in an atmosphere that values effort and self-discipline.
- Provide a range of activities, hobbies and pastimes that will assist in personal, social and cultural development of each child.
- Safeguard and promote the welfare of each child, in providing an environment that is safe and caring.
- Provide accommodation that is comfortable and suited to the needs of the children and which affords adequate levels of privacy.
- Develop the child's responsibility for self, others and the environment
- Develop the child's qualities of leadership and ability to work with others as a team.
- Provide suitable conditions for children to feel able to turn to members of staff to share the good things in their lives as well as being able to turn to them for advice, counselling and support in times of difficulty.

General Boarding Guidelines

From the end of tea through to the start of the morning school and at week-ends, this building is the boarders' home. It is the objective of the boarding staff to ensure that every boarder feels comfortable, valued and secure within this environment. In coming to any boarding school, children will be separated from their family and it is our responsibility to provide them with a family based atmosphere in which they feel at home.

However, there are some fundamental differences between life at home and life as a boarder - no child comes from a family in which he or she has to share his or her time and space with dozens of other children. We must generate an atmosphere in which the individual feels that he or she has sufficient personal space, but one in which he or she feels part of an extended "family". To achieve this, pastoral staff have a broad range of responsibilities - we must be a shoulder to cry on, a reliable confidant, someone in whom the children can place their trust and someone with whom to share the good times and the difficult times.

We are preparing pupils for their senior school where they will be given more and more responsibilities. We must equip them with the tools which will enable them to succeed in the future.

Children should be allowed sufficient space to feel that they are autonomous individuals, but within a clear framework. It is essential that members of the pastoral staff are consistent in their interpretation of what lies beyond this framework. Children are more than adept at exploiting apparent inconsistencies in the system. We must ensure a level of courtesy from our boarders, and in return we must treat them in the same manner.

At Ashdown House we aim to provide a friendly and caring boarding environment that reflects the atmosphere and ethos of a loving and healthy home-life environment.

Location of Boarding

All the boarders at Ashdown House are accommodated on FOUR LANDINGS – all of which are located within the school building. The Headmaster and his family live in a main building. There is accommodation for two houseparents (one of whom is the resident nurse) and three Gappers. The Senior Boys' and Senior Girls' houseparents live in cottages on site.

Facilities

- There are 18 dormitories (10 for boys and 8 for girls). The dormitories accommodate between 3 to 11 children. There are two sick rooms (one for boys and one for girls – both are situated along the corridor of the Surgery), and adequate toilets and washing facilities within easy reach of the dormitories. The dormitories undergo regular refurbishment on a 'rolling programme'. Children are encouraged to display posters on the walls of their dormitories and beds and to personalise their own space.
- There are also common rooms on each landing. These common rooms are equipped with TV and DVD players. The children in the 1s also have the use of the Play Room – which has a TV, CD and DVD players and games.
- There is a very well equipped library and children are encouraged to borrow books for their own personal reading. Reading is encouraged on the landings in the evening.
- Many forms of entertainment are available to the children within the school building. Music practice rooms are available for children to use in their free time. Outside the children are allowed to play in the school grounds in free time. They are also allowed to play in the Jungle and the Barn. There is always supervision from duty staff, helped by resident members of staff and Gappers.
- The school has a well-equipped ICT Room and all children have access to e-mail facilities. There is also a computer on every landing. There are school telephones and telephones on every landing. Many of the overseas children bring in mobile phones (which are kept by their houseparents) for them to use in the evenings.
- The school has a kitchen, (a pantry, which is used for cooking clubs) and a large dining room and its own catering staff – the Head of Catering lives on site.

Operational Management

The Headmaster and his wife, Mr Haydon Moore and Mrs Annie Moore, have ultimate responsibility for the smooth running of the school and all boarding and act as de facto Houseparents. Mr. George de Moraville is the Senior Boys' houseparent, Mrs Bella Duarte is the Senior Girls' houseparent (and matron), Miss Lottie Britton is the Junior Girls' houseparent (and matron) and Sister Julie Corbin is the Junior Boys' houseparent (and resident nurse). Staff members that assist with evening duties are:

Mr Mason, Mr Schreiber, Mr Stanton, Mr Rivoal, Mr Hogue, Mr Coppack, and Miss Pugh. The GAP students also assist with the running of the landings.

The Matrons / Hopuseparents (and Duty Staff) are directly involved in the pastoral care of the boarders, particularly in the evenings and bed times.

The Boarding Staff (as mentioned above) ensure that there is orderly behaviour in the dormitories after lights out, and the Senior Master on duty (HM, PM and RS) 'lock up' the boarding landings and school when the children have gone to sleep.

Full Boarding and Weekly Boarding

Children are encouraged to board full-time but there are those that are day-children and weekly boarders / flexi-boarders. (There is also provision for younger children to begin their boarding careers by boarding one or two nights a week – this is often encouraged in the Summer Term).

Routine

07h00 to 07h10 Wake up

07.45 Breakfast in the Dining Hall

The boarders then follow the routine of the rest of the school

Although, after prep...

The day children sign out and the boarders have free time until they go up to their landings – see times for going up and lights out.

2. Bullying

The school is firmly against any form of bullying. Please refer to the school's Anti-Bullying Policy.

3. Child Protection

3.1 Child Protection and Child Abuse

The Child Protection Policy is an important element of the pastoral care provided by the school for all of its pupils. Please refer to the school's policy on Safeguarding.

Staff, in their training, are made aware of the importance and indeed the REQUIREMENT (and the necessary procedures to be taken) to report any concerns or allegations of risk of harm to pupils.

3.2 Missing Child Procedure

Please refer to the "Missing Child Policy".

3.3 Positive Handling (Physical Restraints) Policy

The school takes extremely seriously the importance of appropriate physical interaction between staff and children. Please refer to the school's Positive Handling Policy.

4. Behaviour Policy

Please refer to the school's Behaviour Policy.

Please note the Boarding Rules (which are displayed on each landing):



Ashdown House School



Boarding Rules

Ashdown is a traditional boarding school. We pride ourselves in maintaining good discipline and upholding the traditions and ethos of the school. All rules are dictated by common sense and the need to look after each other well, living together as we do in the same community. Therefore, we strive to be kind to others and treat others at all times with respect and consideration.

All staff (boarding and academic), matrons and Gappers are responsible for the discipline on the landings. Mr and Mrs Moore oversee the boarding and serious offences are dealt with by them or a member of the Senior Management.



Below are the Rules for boarding at Ashdown:

Behaviour that we encourage	Behaviour that is not allowed
Be kind and caring towards others	Bullying and unkindness to others
Contacting parents by email / telephone or letter	Sweets and food may not be brought in to school
Showering every day and using soap	Electronics, money and passports are to be handed to houseparents
Washing hair with shampoo - at least twice a week	No talking after lights out
Cleaning teeth- morning and night	No walking around the landing after lights out
You should clean your teeth before going down to breakfast and then go straight to Form period after breakfast - not back on the landing	Children are not to go in to the Sick Bays to visit children that are unwell, unless they have been given permission
Making your bed every morning	No "dorm raids"
Keeping your area tidy and neat	No getting out of bed before being woken

	by a houseparent / gapper
Making your area personal - sticking up posters, pictures or photos	No waking others up
Putting dirty clothing in the laundry every day, especially pants and socks - please make sure that they are pinned	Boys are not allowed on the girls' landings and girls not allowed on the boys' landings
Offer to help with closing curtains, turning on lights and carrying laundry down to the laundry	Do not litter on the landings, especially apple cores, orange peels and wrappers from snacks
Respect each other's space and privacy	Do not use / play with someone else's possessions
If you are feeling unwell or unhappy, please speak to someone (see 'Are you Happy?' posters)	No running around the landing or the stairwells and no slamming or locking of doors
Hand in any valuable items and passports to your houseparent	If using the landing computer, you are not to go on the Internet - only for email purposes
Answer the phone politely	Do not throw clothes on the floor, especially after Chapel services
Wear clean clothes	No pillow-fights or tie-flicking
On Sundays, you are to allowed to wear home clothes	You should not go up to your landing during the school day - if you need to, you should tell a teacher
1s are allowed to wear home clothes after matches on a Saturday (4pm)	Enjoy a laugh but with others not at them
Include others when playing games on the landing	No running around in the bathroom and you may not shower unless an adult is supervising showering
Have a reading book next to your bed	Girls are to wear no more than one bracelet, no rings and necklaces are to be hidden - although they will need to be

	taken off for Games
Look after your own possessions and respect the possessions of others	No make-up and nail varnish to be worn
Be polite, and particularly if you are older, be helpful	No more than one pair of earrings and they should be small stud-earrings
Use "good mornings", "pleases", "thank you" and smiles whenever you can	No opening or closing windows or adjusting heating / radiators without permission from houseparents / staff
Do not feel shy about using really good manners	
Please drink plenty of water and eat fruit provided on the landing	
Make sure that you go to the loo before lights out and wash your hands	
Respect each other's privacy when seeing Sister or a Matron in Surgery	

5 Complaints

5.1 Complaints Procedure for parents

Ashdown House prides itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint it will be taken seriously and they can expect it to be treated by the School in accordance with the Complaints Procedure (found in the Complaints Policy) which can be found in the Staff Handbook.

5.2 Complaints Procedure for pupils

The school makes every effort to ensure that each and every child is happy and content and that if difficulties arise, they will be addressed. Teachers (Form Tutors) / Houseparents discuss with the children the procedures that can be taken / followed if a child has a complaint.

Form teachers, in PSHEE, explain the procedure that children can take if they have a complaint.

A brief summary:

- Children are encouraged to share a complaint that they may have and must be assured that are allowed to complain!
- Children are encouraged to tell their Form teachers or Houseparents or Mentors or any member of staff
- If it is an official complaint, then a “file” is filled in by RS at the request of the Headmaster – the procedures are followed as set out in the school Complaints Policy.
- Children must be convinced that the staff will deal with their complaint seriously and that they are kept informed and it is dealt with sufficiently so that the issue can be resolved

6 Health Education

- The health and safety of the pupils is of paramount importance.
- The school aims to provide age appropriate information to its pupils, helping them prepare for the issues around smoking, drinking alcohol and drugs that they will inevitably be faced with. This includes a basic knowledge of some of the health implications associated with the abuse of alcohol and drugs and tobacco.

Responses to alcohol, smoking and substance abuse (children)

- Children are made aware of the dangers of alcohol, smoking and substance abuse in PSHE lessons, assemblies and discussions on the landing (where and when appropriate)
- If a child is suspected of alcohol, smoking or substance abuse, it must be reported immediately to the Headmaster
- The headmaster will then deal with the situation, with the relevant staff and child(ren) and will be in contact with parents and/or guardians of the child(ren) concerned.

Responses to alcohol, smoking and substance abuse (staff)

- If a member of staff is suspected of alcohol, smoking or substance abuse, it must be reported immediately to the Headmaster. The school does not allow or tolerate any form of substance abuse and smoking is strictly prohibited on the school grounds and in the company of children.
- The school actively promotes self-esteem, encouraging children to think for themselves, value themselves, and take care of themselves

- Education about smoking, alcohol and drugs is not seen as an isolated subject but as part of a holistic education resulting in children who are well-informed, critical thinkers able to decide for themselves.
- Instruction comes predominantly from Science lessons, the School Nurse (Sister Julie Corbin), and PSHE lessons although all staff, especially boarding staff, have a crucial role to play in this area. The Science and PSHE Curriculum documents detail exactly what topics are covered when.
- The school considers any incident involving cigarettes, alcohol or drugs being brought onto the premises by a child for use or supply, as a very serious occurrence. Given the school's ethos of health education and promotion regarding these issues, should such an incident occur, all aspects of the incident would be considered, and judged on individual circumstance rather than a blanket disciplinary procedure being enforced.
- Any incident involving cigarettes, alcohol or drugs must be reported to the Headmaster and a written record made.

7. Pupil Profiles

Medical Records

First Aid, dealing with medical emergencies and the use of medicines and household remedies are all dealt with in the School Medical Policy which can be found in the Staff Handbook.

The School Nurse keeps medical records of each child. Any particular medical conditions such as asthma are highlighted on the notice board in the Staff Room.

Comments that are pertinently relevant to a child's upbringing are made in the Personal Profile of each child. For example, it will be noted if a child has divorced parents.

All staff will be informed, via a confidential notice in the staff common room, of any issue, which may currently be affecting a child's state of mind (death of a grandparent, death of a pet, etc).

8. Leadership, Management, Staff Disciplinary, grievances and whistleblowing policy

8.1 Leadership

The Headmaster is in overall charge of the School and of the boarding landings. He is assisted in this role by his wife and the boarding staff.

8.2 Management

The matrons and houseparents are responsible for the welfare of the children in the dormitory area. A senior member of the teaching staff (SMT) is on duty to assist the matrons / houseparents / duty staff in ensuring the children are well looked after and settle into bed. The matrons / houseparents and duty staff between them are responsible for making sure that lights are turned off at the right time, and for closing all fire doors (those without automatic doorstops). No male member of staff will ever visit the girls' side of the girls' landing or enter any of the girls' dormitories when girls are likely to be present, except in an emergency – or when the houseparent / matron or duty member of staff has checked that the girls are dressed appropriately and have finished in the showers AND then it is strongly recommended that "visiting" is restricted to the common room only. The senior members of staff (SMT) who would perform these duties are Mr Moore, Mr Mason and Mr Schreiber.

The senior member of staff will complete the FIRE DRILL REGISTER list before he finishes for the night. The register is updated by Mrs Moore daily and a Gapper is present in the Front Hall when children are collected at the end of the day. The list (clipboard) is kept behind the door of the Headmaster's Study. A register will also be taken after the children are all on their landings (and in the morning) – Registers are kept by the Houseparents on the landings.

Members of the teaching staff (and designated Mentors) have significant pastoral roles to play. All staff carry out duties and they supervise the children's free time in the grounds and on the school until it is time for them to go up to landings / bed.

8.3 Staff Disciplinary, grievances and whistleblowing policy

The policy on staff disciplinary, grievances and whistleblowing can be found in the Staff Handbook.

8.4 The Role of the Matron

The Matron is first and foremost the Houseparent for a landing. Mrs Bella Duarte and Miss Charlotte Britton are houseparents for the Senior Girls and the Junior Girls respectively.

Matrons are responsible for the following:

The Pastoral care of the boarders

The monitoring of pastoral concerns / incidents of the boarders

Contact with parents

Doing laundry and packing away laundry for all of the landings

Neatening the landings and cubbies and ensuring that the landing is homely, comfortable and a safe and nurturing environment for the boarders

Supervising showering and teeth-cleaning

Sewing, labelling and ordering of clothes

Supervising meal times and taking register (on the landing and at meals)

Surgery Duty

Taking children to doctors, physio, etc.

Meeting with the Headmaster and the Headmaster's wife weekly to discuss the children in their care – especially highlighting any areas of concern

Ensuring that children are cared for and happy

8.5 The Role of the Houseparent

Houseparents are responsible for the following:

The Pastoral care of the boarders

To liaise with other Houseparents and the Headmaster and the Headmaster's wife

Contact with parents

Duties to include wake-up, evening activities and over-night

On-going Checklist for House Parents

Taking register

Carrying out a Risk-Assessment for the landing

Dormitories – homely, safe, and nurturing

Lighting – correct and adequate

Displays – current, appropriate

Beds and bedding – clean

Clothing – amount and nature (the state)

Teeth cleaning and personal hygiene (like finger nails and toe-nails)

Vitamins and medicine and liaising with the School Nurse

Contact with the parents (phone or e-mail or via Mrs Moore)

Bathroom and stairwell supervision (behaviour and state)

Well-being and happiness of the children

Keeping the staff (both school and Boarding) informed of the children's well-being and progress

Monitor Friendships and relationships amongst boarders

8.6 The role of the duty staff

There are clear rotas in place to show who is responsible for supervision in the evenings on the landings. These are outlined by the Head at the beginning of each term. There are, aside from members of staff, Gap students and a team of matrons who are responsible for matters of hygiene. The duty members of staff spend the evening chatting to children, offering activities on the landings, ensuring that they are happy and occasionally reading to them before bed. They also ensure that they are settled after lights out. Although relatively uncommon, homesickness does happen amongst the younger children. Sensitivity and a constructive approach are all-important.

8.6 Routines

8.6.1 Evening Routine

	Upstairs	Lights Out
4s and 5s	7.15pm	8.15pm
3s	7.30pm	8.30pm
2s	7.45pm	8.45pm
1s	8.00pm	9.00pm

This routine is extended by fifteen minutes in the Summer term.

Once upstairs, children wash, prepare for bed and organize their laundry according to an established routine. This is a 'winding down' period of the day; boarding staff are encouraged to instill a sense of calm before "lights out". Every child is expected to take either a bath or shower every night or morning.

8.6.2 Daily Routine

School Daily Timetable

The timetable revolves around eight 35-minute work periods on weekdays, but six on Wednesdays and four on Saturdays. There is no afternoon school on Wednesday or Saturday. The main features are:

0715	Wake Up	
0745	BREAKFAST	
0815	All day children must arrive by this time	
0825	Morning Routine – see further on for more details	
0900	Lessons 1, 2 & 3	SATURDAY
1045	BREAK	0900 Lesson 1

1120	Lessons 4 & 5	0930	Lesson 2
1230	Senior Lesson 6 or Junior Lunch	1000	Lesson 3
1305	Junior Rest or Senior Lunch	1030	BREAK
1335	Lesson 6a or Rest	1100	Lesson 4
1410	Lessons 7 & 8	1130	Clubs for all
1520	Change for games		
1545	Foursies	1230	Lunch for all
1600	Games (activities on Fridays)	1315	Rest for all
1700	Changing	1400	Prepare for games
1720	TEA		
1815	Club Prep for 4s and 5s		
1815	Prep (30 mins for 2s and 3s; 60 mins for 1s)		
1915	4s and 5s up to Landings		
1930	3s up to Landings		
1945	2s up to Landings		
2000	1s up to Landings (school lock up, SMT and prefects)		

Ashdown Winter Time

After the second exeat in the Autumn term and up to the first exeat in the Spring term the daily timetable is altered to cater for the lack of sunlight. The changes are:

14.30	Games
16.10	Period 7
16.45	Period 8

Please note that this may happen earlier in the term given the amount of daylight hours.

The Morning Routine

Following a formal registration in their classrooms, the pupils then have a whole school assembly either in the chapel or in the theatre, except for Fridays when PSHE is delivered. Lessons begin at 9.00am every day.

Monday

8.35 Prayers - Theatre

Tuesday

8.35 Prayers - Theatre

Wednesday

8.35 Chapel - Chapel

Thursday

8.35 Prayers - Theatre

Friday

8.30 Form Period - Form Tutors (PSHE)

Saturday

8.30 Congers - Theatre

9.00 Lessons 1, 2, 3, Break, Lesson 4 (all half hour slots)

11.30 Clubs

12.30 Lunch for all

13.15 Rest

8.6.3 Morning Routine (Monday to Saturday) and Weekends

The children are woken by the landing masters, matrons or a Gap student at around 7.15 am. Over the next thirty minutes the children are expected to get up, get dressed, go to the loo, make themselves presentable, tidy their dormitory and wait to be released from their dormitory or Common Room. Breakfast is served at 7.45am.

Weekends

During the week, the Secretary / Mrs Moore will produce a list of boarders "in" for the weekend. Occasionally, boarders will receive invitations to spend a week-end at the home of a friend. No boarder is allowed to leave the premises in such circumstances unless the school has received written permission for this outing from his or her parents. This also applies to lifts offered after away matches: boarders may only travel with their own parents unless the school has received written permission from them to travel with a named third party.

Sundays

Sundays are the only day of the week when the boarders do not have to share their 'home' with the day children and thus we aim to make the day as different to the other six days of the week as possible. The SMT are responsible for a programme of Sunday activities and

outings in consultation with the members of staff who have been posted for duty on any given Sunday. The Sunday duties are split morning, afternoon and evening. They generally consist of a member of the SMT, two or three other staff member and the Gappers. The SMT will make any bookings and make any necessary arrangements which are required. When no outing is arranged, the Sunday duty team is expected to organise a full programme of activities in school which caters for all the children who are in. In terms of prescribed events, breakfast is at 8.30am followed by letter writing, 12.30pm for lunch, 5.30pm for dinner and a chapel service either in the morning at 10.30pm or evening at 6.30pm. Catholic Mass also takes place occasionally, and this is an evening service.

Sunday Best

Children wear Sunday best to Chapel on a Sunday morning. For the boys that means a jacket and school tie and the girls wear a smart blouse. When there is an evening service, the children wear "light blues".

"Floater" (Floating Weekends)

Boarders are given the option of two "floater" weekends per term – preferably either side of half term. Children are collected after games / matches and return to school on a Sunday evening.

8.6.4 Signing Out

The signing out book is at the front of the school for day pupils only. This is to account for arrival and departure times, as well as to give an accurate indication of how many children are in the school at any given moment.

For boarders, this book is to be used when children need to leave the premises for miscellaneous outings (e.g. appointments, school visits, family functions). Signing out does not apply to outings or events organised by the school. Boarders going out for the weekend though do have to sign out and this is done by a member of the SMT – usually after morning Chapel or Letter Writing. A list is produced during the week by the office which will have children going out for the weekend. No child may leave with another child's parent or guardian unless it has been cleared by the office or the Headmaster or the Headmaster's wife. The same applies with children wanting to ride home after a match with someone other than their parent or guardian – staff at the match (or school) may not give permission. This is only to be done by the Headmaster or Headmaster's wife.

The office has a list of guardians which has their contact details and this is checked by the office with the child's parent.

For Exeats and Half-terms, the children meet in the Theatre and are signed out by Mr Mason – only once a parent or guardian has been seen.

Educational Guardians

Saturday nights take on a variety of guises. The landing parents provide the evening's entertainment and, in the winter months, children can expect a quiet evening in with hot chocolate and a video. The extra hours of sunlight in the summer term afford the children even greater breadth of opportunity. If a boarder does go out for Saturday night they may return on Sunday evening. Any returns different to the norm should be validated by the Headmaster.

9. Boarding Organisation

- The building behind the Main School Building (Latrobe) houses all the girls' dormitories (and the Surgery and sick bays).
- The East Wing Hall houses the boys' dormitories.
- There are ten boys' dormitories and eight girls' dormitories.
- Dormitories sleep between three and eleven children.
- There is a clear demarcation between the boys' and the girls' boarding areas.
- Boarders may be Weekly Boarders or Flexi-boarders or Full Boarders (currently a large majority are Full Boarders).
- Children may come in to board for a 'taster' period when they are considering boarding; this usually takes place in the Summer Term.
- Children may flexi board on a regular, pre-arranged basis.

10. Boarding Activities

There is an extensive programme of evening clubs designed to cater for a wide variety of different interests. They take place after prep from approximately 7.00 p.m. until 8.40 p.m. every night. They usually take place on the landings once the children have gone up to their landings after free time, which is after prep.

The school provides an extensive weekend programme of entertainment for the boarders. On a Saturday night this will usually involve a movie night. The principle of boarding is very much to offer activities that the child could not undertake at home, so whilst computer games and television are sometimes available, the vast majority of their time is taken up with organised activities.

The common rooms contain comfortable seating and a TV and DVD player.

There are board games available for the landings.

Children use the ICT room for recreational purposes, for research and for communication with home; there is also a computer on the landing.

The children also have a variety of activities that they enjoy in the main building and outside in the grounds.

11. Contributions to Boarders' Views

The boarders (and all the children at Ashdown) are regularly asked their views, during patrol meetings / form period and informal gatherings in common rooms on the landings.

There are also Prefect meetings with Mr and Mrs Moore and School Council meetings. And the children are asked for suggestions at the end of each term when they complete their Personal Report Forms – which are given to Mr Moore.

Whilst all of these approaches provide a voice for the children it is clear that informal discussions, where children are just chatting with staff, are crucial. The children are usually more open at these times and it is important that they feel listened to at all times.

12. Pupil Responsibilities (and see *Induction of New Pupils, Prefect duties, powers and responsibilities*) and Managing Pupil Relationships

There are Prefects and Heads of Patrol at Ashdown House. It is believed that such roles enhance the self-esteem of the children and help them to approach their everyday lives with confidence. The school calendar displays the positions of responsibility. Prefects are added as the year goes on – this is at the Headmaster’s discretion.

Prefects (and school leaders) serve as positive role models in the school, especially to the younger children. Examples of these children being positive role models in the school:

- The prefects / school leaders read to the pre-prep children.
- Prefects / school leaders sit at the end of each row in assemblies.
- Prefects / school leaders sing Christmas Carols with the younger children.
- In Patrols, the seniors help the juniors when they participate in Patrol events, such as athletics and cross country races.
- The patrol leaders (and the seniors) run their own assemblies – this is done at least twice a term. They organize a Bible reading, “sermon” and prayers.

There are also examples of when children are encouraged to play / associate with children in the same year group. Examples of this are:

- Children are encouraged by staff to play with children in their same year group.
- The dormitories are arranged according to year groups, although there may be some mixing of year groups in the younger years of the school.
- The children have different times for going up to their landing and bed times / lights out
- Children are encouraged not to play in other dormitories and form rooms other than

their own.

- Children are not allowed to be on other landings and change rooms, unless supervised by an adult.
- Children have different length prep times in the evening.
- The 1s have a play area and they have a separate evening snack in the dining hall.
- The children eat lunch at different times – there is a junior and senior lunch as well as Junior and Senior Rest sessions.
- When the school meet as a whole for meals such as breakfast and Christmas lunch, the children sit in year groups, with a teacher at the head of the table.
- There is a designated play area for the juniors of the school – the Jungle block and the play area outside of the Jungle block.
- Children have designated Prayer places – which are organized in year groups.

13. Listeners

Ashdown House is very much an extended family and so children that appear to have problems are usually identifiable. The school identifies the need to have at least one person other than a parent, outside the staff and those responsible for the leadership and governance of the school, who boarders may contact directly about personal problems or concerns about the school. Boarders are informed who this person is and how to contact them and that they are easily accessible. These people / agencies are listed in the *'Are you Happy'* poster that can be found around the school and on the landings. On this "poster" are the contact numbers for the School Listener, Children's Helpline and the Children's Commissioner. (an example of the poster is attached)

Each child has a form tutor who has a responsibility to look after the pastoral needs of the child. All other staff are expected to play a role depending on who the child wishes to speak to. All staff have been trained in what information must be passed on and on whom to pass it on to, should it be necessary.

The children (Telemachus) in the 1s are also allocated a mentor – an adult that takes an extra interest in the child and will have formal or informal meetings during the course of their final year at Ashdown.



ARE YOU HAPPY?

Most of the time we are all racing around with a smile on our faces. But we all have moments when we feel sad and even lonely and it is then that you may need to know who you can see. Here are some suggestions:

Friends

Prefects

Gappers



Your Form Teacher, Mentor or Houseparent

Sister or any one of the Matrons

Any member of staff

Mr or Mrs Moore

or you can go to the Staff room or the Surgery as there will always be a teacher there

You may feel it is easier to talk to some people than others and you must go to them straight away. Don't be on your own. *A problem shared is a problem halved!*

If you have a complaint or a problem, it is probably best to speak to your form teacher first, but you are always welcome to come and speak to Mr Moore or Mrs Moore.

They won't be cross and we promise that we will try to sort it out for you.

The School has a 'Visitor', someone who doesn't work at the School, but who will be able to help you, and who you may feel it better to contact. Some of you may know

Dr. Alison Fyfe, the doctor who visits the school regularly:

Dr. Alison Fyfe, Ashdown Health Centre, Forest Row,

East Sussex, RH18 5DN

Tel: 01342-822131

Alternatively, Father Nicholas Levisaur – who we often see for Sunday Chapel and Catholic Mass, would be happy to hear from you:

Father Nicholas Levisaur

Tel: 01892-770451 / 07803038373

E-mail: nicholas.levisaur@3pb.co.uk

Childline is an independent group of counsellors who will speak to you on the phone. You can call them on 0800 1111. Or you can call the Children's Commissioner on 020-77838330.

The important thing is that you must SPEAK to SOMEONE. Don't keep a problem to yourself!

14 Medical

14.1 General Medical Treatment and First Aid

- Appropriate First Aid is available to all the boarders and a matron is on duty at all times.
- First Aid kits are kept in the Staff Common Room, Surgery, Minibus, Science Labs, the Swimming Pool and the Dining Hall.
- All boarders are registered with the Forest Row Clinic and Dr. Fife is the designated School Doctor. Children are taken to the surgery when necessary, and a doctor will visit the school when required – Dr. Fife has a weekly visit to the school.
- Parents are asked to ensure that regular dental and optician appointments are made during the holidays. The school will arrange emergency dental and optician appointments locally when required.
- In the event that a pupil is escorted to the doctors, they are given the choice of being accompanied into the doctor's room.
- The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be 'Gillick Competent' to give or withhold consent for his/her own treatment.
- First Aid and minor illness treatment is given by the school nurse and matrons. Only in exceptional circumstances is any other member of the staff at Ashdown allowed to give treatment although many of the resident staff have First Aid qualifications.
- All staff are encouraged to hold current 1st Aid certificates. To this end, regular 1st Aid courses are arranged as INSET training for staff.

14.2 Protocol of Provision of Medicines

General

All pupils should hand in any medicine that they are taking, including vitamin supplements, to Sister Corbin. The general exception is inhalers for the treatment of asthma where the child may have to keep the inhaler at hand at all times. (Refer to school Medical Policy)

After breakfast, lunch and supper a Matron is on duty to administer any medicines a pupil may need. All medicines are locked up and a written record is kept whenever anything is administered, to include the dosage, the name of the medicine, the child to whom it was given, the date and time and the signature of whoever administered it.

Children are also encouraged to go to Surgery after meal times – the surgery is open specifically at these times.

15 Care of ill Boarders

If necessary, ill pupils are kept in one of the two 'Sick Bays' – there are separate sick bays for the boys and girls and both have access to a separate loo / washing facilities. A notice board outside of the surgery will inform staff / matrons of who is in sick bay.

(Much of this is covered in the school Medical Policy)

Ill children are regularly checked to make sure that they are comfortable. Parents are informed if their child is unwell and in sick bay – this is done by Mrs Moore or Sister Corbin.

During the night, boarders that are unwell go to the houseparent / GAP student and the adult can contact the 'overnight' duty person if necessary.

Boarders with restricted mobility may be accommodated in Beech House (at the discretion of the Headmaster and the consent of parents), where there is accommodation on a ground level. The child would not stay here alone – it would be arranged that his / her friends would join her.

16 Personal Problems

Every effort is made to ensure that the children are given appropriate support and guidance and numerous channels of communication that they might decide to employ. The Bullying and Complaints policies outline the many different adults to whom they can talk. See the 'Are you Happy' poster.

Home sick children are provided with time and sympathy. Parents are notified if necessary.

Those pupils that wet the bed are made aware that the condition will be treated sensitively and confidentially.

Pupils under personal stress, possibly because of problems at home or exams, are offered the opportunity to talk about the matter.

Parents of children that appear to have behavioural or psychological conditions are warned about the school's concern. Appropriate action is then taken, usually by reference to a professional.

17 Equality and Diversity

Ashdown is sensitive to the different and varying religious, dietary, language and cultural needs of the children in our care.

Examples of this are:

- Catholic Mass throughout the term in the evenings (Catholics as well as all children are invited to attend)

- The Headmaster will touch on World Religions in Prayers at different times of the year, especially during times of religious significance
- Children are encouraged to write their own prayers in Chapel, in their own languages if they would to share their language with the other children
- Ashdown has a Chinese and French themed day at school and for lunch
- The kitchen caters for children with specific dietary needs and these needs are made known to staff in the school and the kitchen
- The school has EAL teachers and a Mandarin teacher who offers lessons on a Monday
- Children are encouraged to celebrate their differences in their culture and many of the subjects such as RS, Geography and History allow children from different cultures to share their different experiences

The school is inclusive in its intake. There is no discrimination on grounds of race, religion, culture, language or disability. Furthermore it uses both the curriculum and the extra-curricular programme to celebrate the diversity of cultures found in today's society. Examples of these days are French Day and Chinese New Year.

Ashdown provides an all-round education and values the talents of each child. We are a small community and so it is possible for the teachers to know the strengths and weaknesses of each child, and every member of staff, academic or otherwise, understands the importance of listening to the children.

18 Parental Contact

Ashdown encourages parents to have regular contact with their children if they board. Many boarders have younger siblings in the school and as a consequence they are able to see their parents at 'pick up' and 'drop off' times. Parents also appear very regularly on the touchlines, in the audience for plays and concerts and at Sunday Chapel or Catholic Mass.

There are two pay phones situated in the school. Children get phone cards from the bursar. No child is ever denied the right to phone home. Children are also allowed to use the telephones in Mr Moore's study or Mr Schreiber's office or the school ipads for SKYPE-ing (this is done in Mr Moore's study).

The boarders receive phone calls directly on the landing. Houseparents / Matrons and duty staff answer the phone where possible.

Boarders are able to write letters home at any time but are allocated 'Letter Writing' after breakfast on a Sunday. Similarly they are able to receive post each day. They can also send and receive e-mails – this can be done in the ICT room or on the Landings.

19 Pocket Money and Care of Provisions

There is no pocket money. On rare occasions (Leavers' Trip / Trips to France) it will be necessary for children to have a small amount of pocket money. Or the School will supply the money and then bill the parents at a later stage.

Boarders bring a tuck box to school, which they keep in their form rooms, and in which they will keep their personal belongings. These can be locked, if they wish.

Passports, flight tickets etc. are kept in the office – Mrs Cooper's.

20 Induction of New Pupils, Prefect duties, powers and responsibilities

Ideally, all new pupils spend a day (day and night for boarders) at school in the term before they start.

New children and new parents are given a copy of the School Almanac – which gives a detailed and light-hearted guide to the school. Children and parents are also given a copy of the Boarding Almanac.

All new pupils (whether day pupils or boarders) are given a guide, known as a 'buddy' for the first week or two.

The 'Buddy' is given guidance in being a 'buddy' and reminded several times during the period of induction by his / her form tutor. Although the "buddy system" is used, Form teachers and houseparents encourage the whole class / dorm or landing to help with the induction of the new pupil as sometimes the "buddy" can find the responsibility a little too much and if the buddy unintentionally "forgets" to look after a child, then the others are looking out for him / her. This seems to be working much better – it has engendered a culture of caring and that it is everyone's responsibility to make a new people feel welcome, cared for and helped.

There are not specific "Boarding Prefects" as the school prefects are children that are full-time boarders. Prefect duties are as follows:

- Prefects are in charge of turning lights off and closing doors in the evenings
- Prefects monitor the behavior of the 1s in the Play Area
- Prefects assist Duty Masters with Evening Snack and bell-ringing
- Prefects may not give out bad-marks but report directly to the Headmaster and members of the SMT if they need to highlight behavior of children
- Prefects monitor the use of the nets and the barn – areas that often need a sensible eye cast on them

21 Monitoring of Records

The SMT monitors the 'Incident and Bad Mark Book'. It is checked at least twice a week and 'trends' are noted and discussed with the Headmaster, Headmaster's wife and Deputy weekly – in the SMT meeting.

The 'Incident and Pastoral Book' from each landing is also checked weekly – on a Monday morning and incidents are discussed in the weekly SMT meeting. Reasonable action is then taken. A Weekly Report is also given to the Headmaster, highlighting any incidents and pupils that need attention. Houseparents / Matrons hand in their registers weekly.

22 Catering

Ashdown House provides 'In-House Catering'. The Head of Catering is Mr George Duarte. The children are provided with outstanding food and cheerful service.

The dining room is well furnished.

The children are offered a varied menu:

Breakfast: Cereals, toast, yoghurts, fresh fruit and hot meals, tea or milk

Lunch Hot meal, vegetarian or Salad Bar, pudding

Supper Hot meal, Salad Bar and pudding

AND... toast is always available from the pantry, as is fresh fruit. Fresh fruit and water is available on the landings.

Children may ask for a small or 'normal' portion, and are expected (within reason) to finish what they have. Special diets can be catered for on request. Fruit is available at all meals. The children are also provided with a biscuit and a drink at morning break (Elevensies), at afternoon tea (Foursies) and just before bedtime – after prep, called 'Evening Snack'.

The kitchen is checked regularly by the Environmental Services.

If for whatever reason, a child finds eating stressful (due to medical or psychological reasons) OR if they have a disability and need assistance to eat, he / she may eat in the privacy of the pantry if they wish to do so in order to promote their dignity and choice.

23 Drinking Water

Drinking water is available at all meals. There are 'chilled water' dispensers on every landing and in the Headmaster's study.

24 Emergency Evacuation Procedures and Plans for a foreseeable crisis

Emergency Evacuation Procedures are displayed all around the school including the dormitories. The children are also all verbally made aware of the procedures.

The Headmaster is designated as school fire officer. HM organizes regular fire practices and keeps records of their success. A walk through is done in the day time and one in the evening within the first two weeks of every term. New pupils are made aware of these procedures when they start or visit for the day.

Any suggestions for improvement in procedures or alarm systems are noted and acted upon. These are handed to Miss Breakall. All Fire precautions are regularly checked. The fire Officers recommendations are observed.

In the event of an a crisis – the school follows the CRISIS MANAGEMENT PLAN that is found in the Staff Handbook and a hard copy is to be found in the Staff Common Room, and in each and every minibus and first aid bag / medical bag provided by the Surgery.

25 High-Risk Activities and Risk Assessment

The safety and security of the pupils at Ashdown House is foremost in the minds of the staff and the Headmaster.

The Headmaster oversees the Health and Safety concerns of the school and this is addressed in the school Handbook.

Risk assessments are carried out on all activities the boarders may undertake at school, for example bicycle riding, a residential trip or a walk in the forest. Risk Assessment forms are to be found in the Staff Common Room in a folder. These are to be completed before the desired activity and they should be handed to HM / SB / SC.

26 The Outside World

All pupils have access to newspapers. Pupils are also able to watch the News each morning on their landings, and they have filtered access to the internet. A school news board (Headmaster's Board) is kept, upon which items of interest are displayed. The items on the board are changed regularly.

In addition there are regular trips – both educational and leisure – to various places each term.

The school is proud of its Christian ethos, whilst also being aware that it must celebrate the diversity of other cultures. The school meet for assemblies on a Monday through to a

Thursday. Chapel services are held on Wednesday morning and Sunday mornings (evening services occasionally) and there are also Catholic Masses offered throughout the term.

Often we welcome visiting preachers at the Sunday services – local vicars and priests, as well as senior members of staff from Public Schools (Headmasters, housemasters, chaplains etc.).

27 Supervision of Free time

The children are well supervised during all periods of free time. Members of the teaching staff (and GAP students) are on duty each day (including at weekends). In addition members of the SMT are usually present.

A record is kept of any significant incidents that occur during the day – these are recorded in the Incident Book in the staff room or are reported directly to Sister Julie Corbin.

During lessons the children are under the instruction of the teacher. In the event that the teacher is absent, a colleague is timetabled to cover or teach an alternative lesson.

All periods of Prep are supervised by staff.

Children are allowed “free range” of the school grounds however these are the following restrictions / guidelines that the children are made aware of at the beginning of each term:

- Children are not to leave the school grounds – the boundary (hedge) is the border
- Children are allowed into the Jungle but are to ask permission from a member of staff / gapper before playing in the area
- Children are made aware of the dangers of the pond and are not allowed to play near the pond
- Children are not to leave the school ground and be on the farmer’s roads
- Children are not to play in the main car park or the car park behind the theatre
- Children, in the winter (or when it is dark after tea and prep), are not to cross the ha-ha
- The pool is always locked and the cover closed
- The change rooms are areas where children have to be supervised by a member of staff / gapper

Individual Risk Assessments are done on the areas in and around the school and these are held by SB.

28 Boarding Landings

The boarders are supervised on their landings at all times. Members of staff are on duty in the school each evening. (Please find a copy of the recent Duty List attached). When the children go up to bed they are supervised by the matrons / houseparents / GAP students and the overnight duty staff.

In addition to the Headmaster and his wife, two matrons and the GAP students live in the main building.

All duty lists are displayed outside the Dining Hall and in the Staff Common Room.

Boarders do not stay for exeat and half terms. Those from abroad have relatives or guardians nearby.

29 Supervision of Pupils off Site

Ashdown House Hall pupils make several overnight trips off site each year. Care is also taken to ensure that adult females (teachers and / or GAP students) accompany a trip should girls be included.

30 Supervision of the school at night

There are always a sufficient number of responsible adults in the building during term time. A register is taken of all children once they are in bed and hung up on a clipboard in the Headmaster's Study. This is the night register used for night time fire alarms

Lists of boarders are on display in the Staff Common Room and the Secretary's office (dormitory lists, Fire List etc). Any variation to those lists (children away, temporary boarders etc) will be given to the Duty Staff and the overnight duty staff – this is done by Mrs Moore.

All boarders are able to contact a matron / houseparent / GAP student during the night by means of a bell, the telephone or knocking on their door.

31 Lines of Management

The Headmaster (and the Headmaster's wife) is in overall charge of the school and the boarding house. In his absence the Deputy Headmaster will stand in. Senior Staff report directly to the Headmaster. The Deputy Headmaster is responsible for liaison between the staff room and the Headmaster. The school nurse has overall responsibility for the children's medical needs.

32 Professional Development

Staff Induction and training is done at the start of each term.

Staff are given access to a hard copy of the Staff Handbook and the Boarding Handbook. Once read, they are to initial a register to show that they have read these documents – the register is kept by SB.

Boarding staff have a meeting where the following topics are addressed:

- Pastoral care and the recording procedures
- The duties and responsibilities of each member of the boarding staff
- Expectations, professionalism and code of conduct
- The role of each individual and the duty list
- The steps to be taken if assistance is needed during the day, evening or over-night
- All staff have Child Protection training

All staff are encouraged to develop their professional knowledge and skill base. In particular, boarding staff are encouraged to attend BSA courses.

33 Privacy

Staff at Ashdown House are expected to respect the privacy of the children:

- Matrons / teachers / GAP students supervise the Changing Rooms when the children are changing for and after games. They do not intrude upon a child's privacy but they do make sure that a child showers and puts their clothes away appropriately.
- Shower cubicles and communal showers are provided for both the boys and girls.

34 Adult Access to Pupils

Any ancillary, contract or 'unchecked' visitor or staff member, visiting Ashdown House has to register at reception – Mrs Cooper or Miss Breakall. Once registered and they have signed the Visitors' Book, they are expected to wear an identity label.

Parents may accompany children to the dormitories at the beginning of term, otherwise visitors are not allowed into the dormitory area of the school. Mrs Moore will be informed if any outside workmen (plumbers etc.) need access to the dormitory area and they will be given supervised access.

All adults that work at the school will have undergone a DBS check – the results and proof of which, are kept centrally at Cothill. If however an adult visits the school, a Risk Assessment is carried out on the individual and they are chaperoned by a member of staff.

35 Boarding Accommodation

Suitable sleeping accommodation is provided for boarders. It is well organized (in consultation with the houseparents and the Headmaster and the Headmaster's wife) and managed with risk assessments undertaken and findings acted upon to reduce the risk for all boarders. (Risk Assessments are kept in SB's office).

Where children are aged 8 years or over, sleeping accommodation for boys is separate from sleeping accommodation for girls. We have two boys' landings and two girls' landings.

Complete privacy is not possible in a dormitory situation, however children are encouraged to 'personalise' their own space by fixing posters to the walls and by having their own personal belongings (photographs etc.) on their bedside table or pin boards in the dormitories.

The dormitories are subject to a rolling programme of refurbishment. Dormitories and landings are redecorated as required.

36 Security

The school is located in a rural setting with a long the drive off the main road. A very limited number of people visit the vicinity. Nevertheless, the school takes the security of the pupils very seriously.

There are security locks on all external doors.

Security lighting is on around the school throughout the hours of darkness.

37 Sleeping Accommodation

- Bunk beds are used for a limited number of boarders.
- The bed linen is changed every week.
- Clothes are stored in cupboards or Cubby rooms and drawers on the landings.
- Dormitory groups are decided by the Headmaster and the Headmaster's Wife, together with the matrons / houseparents. Children's input (as well as their parents) is always listened to and considered.

38 Study Provision

Suitable living accommodation is provided for the boarders for the purpose of organized and private study outside school hours and for social purposes. The children in the 1s can use the library in the evenings. The children can also use their common rooms to study in and each common room has a computer – that has Internet access.

The boarders read in their dormitories when they go to bed. Occasionally they may take work into their dormitories, but they are encouraged to leave work downstairs. The exception is when it is Exam week and Common Entrance examinations.

39 Changing Provision

The pupils have to change for games in the Changing Rooms. The changing rooms are supervised by a matron and/or a member of the teaching staff.

40 Boarders Changing Facility

The boarders all change in their dormitories or in the bathrooms at night. Adults would not enter the room if there was a chance a child was changing except in exceptional circumstances.

41 Recreational Areas

- Common rooms
- Children may use the classrooms in the evenings
- ICT room
- Swimming pool
- Games fields (The Patch) & Jungle
- Front Lawn – tennis courts, volley ball
- Tennis courts (floodlights in winter term)
- The Barn
- The Cellar
- The 1s' Playroom
- The Library
- The East Wing Hall
- Cricket nets
- Library

- The road between the East Wing Hall and the classrooms – for bikes, skateboards
- Art Room
- DT Room
- Jungle Block (table tennis)
- Outdoor Table tennis

42 Safety Hazards

The boarders are informed of the areas that they are allowed to use for recreational play. Furthermore they are made aware of the areas that are out of bounds. If they use the swimming pool they are supervised at all times by a member of staff – who is Life-Saver qualified. Other areas of concern: the pond, the jungle, the patch in the evenings when it is dark, the main cap park, the perimeter of the school

The Headmaster is the designated Health & Safety Officer. Risk Assessment checks are carried out regularly. Any problems are reported to the maintenance staff for remedial action to be taken.

All Health and Safety Issues are addressed in more detail in the Health & Safety Handbook.

43 Sick Bay

There is a separate sick bay for boys and girls when necessary. Sick bay include a TV (DVD player) and books. (Although this topic has been covered in the Handbook already , mention must be made again of the school Medical Policy which covers this topic).

Often children who are ill will stay in their dormitories overnight, using the Sick Bay as a day room only. If they do stay in the Sick Bay overnight, a child is never unaccompanied.

If the Nurse decides that a child needs to go home, then the parents are contacted as soon as possible.

44 Laundry

The boarders' clothes are washed daily. Children are informed, via notice boards, which items of clothing need to be put to wash each evening. Matrons /GAP students put clean clothes in the dormitory as required.

45 Stationery and Personal Items

The pupils can get stationery from the Stationery Room (Mrs Clarke) but they are encouraged to bring in their own letter writing kit for Sundays. If the children need items of personal hygiene, they can get them from the matrons / Sister or Mrs Moore.

46 Electronics and Personal Belongings of value (wallets, etc.)

The boarders can hand these in to their houseparents or alternatively, to Mr. Moore or Mr. Schreiber (both of whom have a safe in which to lock them away). The children sign these in and out.

Please note that any electronic item that needs to be plugged in to the mains needs to be tested by Mr Amaro. Electronics should be handed in to the houseparent who will then take it to Mr Amaro.

47 Birthdays

Boarders celebrate their birthdays (if they are at school) by having a cake at Tea time – the children sing Happy Birthday to them and they have candles to blow out. The cake, sweets and drink are taken up to their landing and they have a party in the Common Room.

INSET / Professional Development (N21)

A list of INSET / Professional Development is kept by PM.