

# Boarding Principles and Practice at King's Ely (24-25)



## INTRODUCTION

The boarding community at King's Ely is a varied and diverse one. There are significant numbers of UK and overseas boarders. Students are from many different backgrounds with different needs, and it is the stated aim at King's Ely (KE) to treat all boarders as individuals and provide an inclusive environment in which all may flourish.

The boarding community at King's Ely seeks to reinforce the values of Commitment, Compassion, and Integrity. It does this through the following:

- The development of the whole person, physically, spiritually, intellectually, morally, socially, and emotionally in an atmosphere of positive encouragement.
- All boarders have a voice – through House, Food and more general boarding councils.
- Mutual respect and the right to be treated as an individual.
- The right of the individual to not suffer any form of abuse.
- An equality of opportunities.
- The right to privacy.
- Supportive links with parents and guardians.

In addition to addressing physical/emotional needs and providing a secure and safe environment, each house seeks to contribute to its pupils' sense of belonging, their self-esteem, self-respect and self-actualisation. Our boarders have formulated their own set of Principles and Practices found in Appendix 1 and 2.

## AIMS AND OBJECTIVES

The aims and objectives of each boarding house will differ in practice depending on the age range and circumstance of the house but will seek to:

- Provide a range of experiences and opportunities and conditions that will encourage self-development: physically, spiritually, intellectually, morally, socially and emotionally.
- Develop an open and trusting ethos in which boarders are confident that they will be treated with respect as an individual.
- Create an atmosphere in which any form of bullying would have difficulty flourishing.
- Develop a sense of responsibility for self, others and the environment.
- Develop boarders' qualities of leadership and the ability to work as part of a team.
- Encourage supportive relationships between boarders, staff and parents.

## **ORGANISATION OF BOARDING AT KE**

The seven boarding houses are:

Hereward Hall – Year 12-13 Boys and older students on the one year GCSE programme

Housemaster-James Houlston: Asst HsM- Harrison Palmer

School House – Year 9-11 Boys

Housemaster-Dr Devin Oliver: Asst HsM – Craig Ward

Hill House – Year 11-13 Girls and older students on the one-year GCSE programme

Housemistress– Sharon Jackson: Asst HsM – Molly Armstrong

Etheldreda – Year 9-13 Mixed house of Girl’s Choir, International students and non-girls’ choir

Housemistress – Melanie Hughes: Asst HsM – Rose Burnett

Wendreda – Year 9-11 Girls

Housemistress – Phoebe Bradbury: Asst HsM- Caitlyn Ward

Priory – Year 4-8 Boys and Girls

Houseparent – Nikki Hughes: Asst HsM/Matron – Judith Yaczilar

Walsingham House – Year 4-8 Boys Cathedral Choir House

Houseparent – Loveday Perceval-Maxwell: Asst: Houseparent - Lucy Shute

At KE it is expected that the house staff or duty tutors will deal with any matters that arise after school hours. Should further advice/assistance be required, situation dependent, they would call upon the Director of Boarding (DDSL), or any other member of Senior Leadership Team (SLT).

In all year groups, except Year 11, pupils in King’s Ely Senior (KES) are assigned to a mixed tutor group, comprising girls and boys, boarding and day pupils – their tutor may not necessarily work in a boarding house. In Year 11 pupils will have a tutor from within the house who will stay with them for their final years of GCSE.

Whilst tutors in KEP will take on pastoral responsibilities on their duty nights personal tutoring occurs in King’s Ely Prep (KEP) via day Housemasters and Mistresses and Heads of Year.

## INDUCTION OF NEW STAFF

Staff new to a position within boarding will follow the structured induction process below. Any concerns should be raised with the relevant house staff and details passed to the Director of Boarding.

- ✓ New Evening Tutors will be inducted by their HsMs. They will receive a copy of the House handbook prior to arrival, undertake a tour of the house, meet other house staff, be introduced to the pupils and will be supervised/shadowed for one or more duty evenings.
- ✓ New Tutors will be expected to complete the New Tutor induction check list within 3 weeks of commencing duties – this will then be signed off and placed in their folder, held by HR.
- ✓ New Housemasters/Mistresses will be inducted by the Director of Boarding. Prior to taking up responsibilities they will spend time “in house” with the current post holder where possible.
- ✓ New Housemasters/Mistresses will be expected to complete the two-year BSA course if they have not already done so.
- ✓ Staff INSET which takes place before each term will from time to time focus on pastoral issues. Recent training has included Effective Tutoring (in-house), Understanding the Overseas Pupil, Understanding Concussion and the use of Evolve.
- ✓ Should Boarding Tutors identify any training requirements, they should be discussed with the Director of Boarding who will, under normal circumstances, make funding and opportunity available. Of value are professional development courses run by BSA, HMC/GSA and also by Cambridgeshire County Council.
- ✓ The school encourages Boarding Tutors to undertake a first aid qualification either in person or through the online provider Educare.
- ✓ It is a requirement that all staff complete the necessary Educare modules for dispensing medication and undertaking boarding related trips.

## PROCEDURES COMMON ACROSS ALL KES HOUSES

### Meals

Boarders eat breakfast, supper, and all weekend meals in the dining room. Year 12 and 13 eat lunch in the Old Palace Mon-Fri.

MEAL	DAY	TIME
Breakfast	Mon-Fri	07.20-08.10
Lunch (KEP/KES Yr 9-11)	Mon-Fri	11.40-12.45/13.00-13.40
Supper	Mon-Sun	17.30-18.10
Breakfast -Continental	Sat	09.00-09.45
Lunch	Sat	12.00-13.00
Brunch	Sun	10.30-12.15

### Signing out

All Senior houses operate a Signing In/Out procedure for the safety and security of boarders which also applies to Visitors. Outside of school hours pupils are expected to clearly state where they are going, the time of departure and when they are expected back; then sign in when they arrive back. House staff have the right to ask pupils about the proposed duration of visits to town etc and can ask/expect students to be quicker. In Prep Houses, pupils are accompanied by staff into town at weekends.

## **Permission to be away from the House overnight (KES)**

Such requests should ideally be made to the relevant Housemaster/mistress at least 24 hours in advance, by the parent/guardian prior to finalisation of arrangements. However, we do recognise that situations may arise in which this length of notice is impractical. When contact is made the following information must be provided:

- Dates and times of absence from the House
- Reason for request

If the arrangements involve another parent, then he/she should also contact the House to confirm the arrangements. Only under exceptional circumstances should requests be made for absence overnight during the working week.

Permission for regular external commitments will usually be given. However, house staff will monitor the requests for absence and reserve the right to refuse a request on academic or disciplinary grounds. HsM and/or Asst HsM should know who is in house at any given time and know the approximate return times of those who have gone home or back to guardians for the weekend. If it is a working week absence this information must be shared with the duty tutor.

## **School policies**

It is a requirement that all staff in houses adhere to whole school policies on matters such as Safeguarding/KCSIE as well as drug and solvent abuse, alcohol, risk to health, sexual health, bullying, use of digital technology, health and safety, fire and complaints procedures. All staff working in boarding houses (except domestic) should understand Missing Child procedures. **These are all available on the King's Sharepoint area – under Staff - Policies**

## **House handbooks**

Due to the differences in age range and circumstances within each House there are some differences in everyday routines. As a result, each house develops its own identity whilst operating within our stated framework. House handbooks are produced by each house to give parents and pupils information on how the house operates, such as:

- house personnel. Staff attached to the house and pupils in positions of responsibility (prefects).
- brief description of the duties and responsibilities of house prefects
- house assembly and roll call times and locations.
- house routine from morning registration to bedtime and the staff (& pupils) on duty throughout the week.
- explanation of the expectations for Prep time and activity time.
- details on relevant signing out procedures outside the timetabled school day and what areas may be visited.
- details on procedures to deal with visitors to the house.
- fire exits, extinguishers, assembly points & the procedures on evacuating the house in case of a fire at night.
- procedures in case of an emergency in the House.
- the procedures for Evening Duty
- information about the school's medical and welfare team and how to contact the "independent listener" and other external agencies.

## **Activities for boarders**

Boarders have structured prep times throughout the week published in the house handbooks. All pupils have access to the school network and internet at published times. All Senior houses have access to the library, at the published times, during prep sessions.

Sport facilities are available for KES boarders from 20:30 – 22.00. The Art block and Music School are also available for use by students during the published times. All are supervised.

Weekend activities are either organised by a specific house or in combination with other houses. There is a whole house boarders' activity on the first full weekend of the new academic year – this has included punting, escape rooms and bowling, and is funded by the school. The school also offers a boarders' BBQ at the start of the academic year and an annual shopping trip before Christmas. Standard risk assessments on such trips are carried out by the member of staff taking the trip in consultation with the EVC.

## **Welfare support services to boarders**

### **Safeguarding is the responsibility of every member of staff whether in or out of boarding.**

The Designated Safeguarding Lead (DSL) is Charlie Fisher (Dep. Head of KES). Additional details of those trained in Safeguarding are given on the coloured card which accompanies your identity badge.

The first point of contact for HsMs and Tutors regarding medical issues are the nurses in the school Medical Centre- details on medical services available to boarders are given in the Almanack and Medical Care Policy.

The main method for recording Safeguarding issues for individuals is MY CONCERN.

If it is judged that a pupil will benefit from counselling, the Housemaster/mistress may discuss this with the Medical Centre/Wellbeing team and devise a strategy to advise the pupil. The pupil always has the right to refuse counselling.

Boarding staff are encouraged to attend/undertake courses designed by the Boarding Schools Association or Educare to support the welfare of our pupils.

Staff can access and direct students to the online Well Being Hub on the front page of the School's Sharepoint.

### **Medical Details** (for further details refer to the school policy on Medical Care)

Boarding parents should have filled in the School's Medical Questionnaire (MPQ) before a pupil arrives. All boarders should be registered with St Mary's surgery in accordance with school policy on Medical Care. Details on medication prescribed by, or known to, the Medical Centre will be passed to the relevant boarding house and staff on a need-to-know basis. Details on the procedure for gaining access to medical advice from the Medical Centre are posted in each house and in the Almanack. If a child is a boarder but an Ely resident it is acceptable for that child to retain its own doctor providing the parent is willing to accept responsibility for transport from/to appointments. The doctors in the school medical centre have kindly agreed to see such children as a "visitor" if the need arises.

Pupils must carry relevant self-administering medication (e.g. EpiPen, anti-histamine) at all times.

Houses have locked medical cabinets to store OTC medicines as overseen by the Medical Centre. Students/pupils individual medical records are stored in the Medical Centre. The Medical Centre constantly audit OTC medication. Any unused medication must be returned to the Medical Centre who will then arrange for its disposal.

The necessary paperwork for boarders who are self-administering and where their medication is kept is stored securely in the house medical cabinet. This file is made available to duty staff in the house so they can deal with relevant medical emergencies. HsMs must keep a file of Medical Protocols such as the protocol for the administration of non-prescription medicines such as Paracetamol. Parents/students should inform their HsM or the Medical Centre if a boarder has been ill during the holidays/weekend at home.

HsMs will keep records of individual boarders who are taking vitamins or other training/sport supplements and regularly check that they are stored in the student's lockable area.

HsMs should ensure that overseas boarders register their medicine with the Medical Centre. Any unregistered or unknown medicines may be removed for checking.

Pupils under 16 whose parents wish them to take a course of vitamins follow the Homely Remedies protocol.

All those working in boarding houses will undertake the annual training arranged by the Medical Centre for the dispensation of OTC meds, Asthma and the use of Epi-pens. No member of the boarding team can dispense meds unless this training has been completed. This is now undertaken on-line through Educare – records are kept of those staff who have completed their training.

### **Storing Information on Boarders**

The HsM is responsible for keeping up-to-date and accurate records on all pupils in the House. Information may be held in paper format, (but to comply with GDP regs securely stored) and/or electronically – likely on ISAMS. Where a particular student has specific welfare issues, it is the HsM's responsibility to keep the Welfare Plan (stored electronically and with restricted access), updated and if need be, liaise with the DSL and Community Welfare Officer. The tutor in conjunction with the HsM may also add to a pupil's profile on ISAMS. Changes to pupils' contact information or similar should be passed through to administrative support, who will maintain the accuracy of pupil details on the school database. Each pupil also has a file which is administered by the PAs in KES and KEP.

### **Pupil Voice**

We want our boarding houses to be happy places where pupils thrive not only academically but also socially. To engage pupils in creating the sort of environments they want, improve relationships between pupils and staff and improve communication between pupils and the school, we make a point of giving them a voice.

School's Values – Extensive polling of pupils was carried out on what they perceived our values should be – including visits to boarding houses and a post-it exercise.

Boarding Principles and Practices – The more formal set-up of boarding is in this document. Ultimately Ps&Ps should be decided by pupils. This began in the summer of 2021 and continues, in order that our Principles reflect our community.

House Council – may discuss whole school issues as well as house specific issues. The elected or co-opted pupils will also represent boarders' views on the Pupil Forum. Some boarding houses raise issues when the whole house is gathered for registration after tea – primarily KEP.

Senior Boarder's Council - meets every half-term and is chaired by the DoB. Houses send reps where they can raise general boarding issues. Occasionally there may be Sixth Form or 9-11 specific meetings.

Boarder's Food Committee - meets every term and is chaired by the Catering Manager. Houses send reps. To discuss every aspect of the boarders dining experience.

House Visits – Where boarders have specific issues the DoB is always happy to visit the house for an open forum and answer questions.

### **New Boarders**

New pupils are made aware of both House and School Rules at the earliest opportunity in the academic year. They will be assigned a mentor/buddy to help them settle into the school and house routine. The mentor will help them meet their daily commitments during their first weeks within the House. Each house has an induction process for students arriving at times other than the start of the academic year.

## House Refurbishment/ Dilapidations

Fabric and furniture which requires attention should be noted and passed to the Maintenance department via Sharepoint. Outstanding items appear on a list on the intranet. Regular inspections need to be carried out by boarding staff. Children should be encouraged to report any H&S and maintenance issues. There is an H&S check in each house each term; issues are reported to Andrew Wallis, H&S Coordinator for the school. Damaged furniture should be removed as soon as possible from the House area. Where damage is found to be malicious then pupils' parents will be charged for replacement/repairs.

## Funds

Each house is assigned an annual budget. HsMs have their own house credit cards which allows for house parties at the end of significant events e.g. House Song competition, Christmas; Summer Term. House funds can also be used for birthday celebrations, buying games, puzzles, weekend movies through Netflix etc. Purchases of more substantial items should be cleared with the DoB in the first instance. Charitable fund raising is an important aspect of developing a healthy house spirit, an awareness of the needs of others and a caring community. Funds raised are managed by the Charities Committee.

## Security

All senior boarders can store valuables in a lockable safe in their wardrobe (also lockable). Boarders are encouraged to use this. Pupil's valuable items must be insured on their parents' "Home Contents" insurance. Large sums of money are stored in the School safe until it can be banked by the student

## National Boarding Standards

It is the responsibility of every member of staff working in a boarding house to read and be familiar with the *National Minimum Standards for Boarding Schools: Sept 2022*. If it is your perception that the school or staff is/are falling short in any of the criteria, it is your responsibility to address the issue through your HsM or the DoB.

## Day boys / girls in Boarding Houses

School House is home to a number of day boys, this:

- reduces the pressure of numbers in day houses.
- enables boarding where beds are available.
- forges social links between boarders and local day students

ECGC/ECBC have a number of day choristers who use Etheldreda/KEP for practice. They are attached to day houses but can use the house as a base for Evensong/Sunday services.

Boarders who opt to become day pupils may or may not stay attached to the house, situation dependent. Day pupils in boarding houses receive the same level of tutorial/pastoral care as those in day houses. Whilst integrating day pupils it is not at the expense of privacy or access to facilities for boarders.

## Consultation

Communication within the House needs to be excellent. HsMs should meet house staff regularly to facilitate this. We claim that our system of pastoral care is excellent. **It is only as good as the House staff that put it into practice.**