

# **Lucton School Boarding Policy**



# LUCTON SCHOOL Personal and Moral Values



## Compassion

care, concern, kindness, thoughtfulness, sympathy, empathy, love

## Courage

resilience, perseverance, determination, bravery

## Initiative

creativity, resourcefulness, ingenuity

## Integrity

honesty, truth, trustworthiness, reliability, honour

## Responsibility

duty, obligation, accountability

## Respect

tolerance, understanding, open-mindedness, dignity, patience

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## Boarding Aims

At Lucton School we aim:

- To develop the whole person and, in particular, to develop our Lucton Personal and Moral Values of compassion, courage, initiative, integrity, responsibility and respect.
- To produce an open and trusting atmosphere in which each boarder feels respected as an individual;
- To provide the conditions for boarders to develop their intellectual talents through well-structured prep conditions, access to staff and other pupils, participation in activities and an atmosphere which values effort;
- To provide a range of activities, hobbies and opportunities that will assist in the personal, cultural and social development of each boarder;
- To develop boarders' responsibility for self, for others and for his/her environment;
- To develop boarders' qualities for leadership and ability to work as part of, or within a team;
- To provide suitable accommodation having due regard to adequate levels of privacy;

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# **1 Boarding at Lucton**

The ethos of boarding at Lucton is based on care for the individual, in accordance with the standards advocated by the relevant national bodies. Houseparents treat each individual as they would their own child and decisions are made in the best interests of the pupils.

Two sets of houseparents run Croft House and two houseparents run School Cottage. The houseparents perform all pastoral duties, with the assistance of a fully qualified, matron. The houseparents ensure evening prep is supervised, and offer guidance on academic matters, as all the houseparents teach within the school.

Outside the school day, at least one set of houseparents are available to the boarders at all times and perform their duties with dedication; the pastoral welfare of the boarders is considered to be of paramount importance. The staff as a whole offer their professional support to boarders and a full programme of cultural, social and sporting activities is provided.

The houseparents are also available to parents at all times who may contact staff on the dedicated House phone, by letter or by e-mail. Within reason, parents have open access and are welcome to visit the Boarding House at any time during the week and at weekends. Parents are required to notify the School Office or the Boarding House parents of their presence in school for any visit other than the routine collection and return of their children at weekends.

The houseparents actively encourage boarders to become involved with the local community through and by participating in the weekly activities of local sporting clubs such as the Leominster Netball club, Lucton Swimming Club, the Luctonians Rugby and Cricket Club, Hockey, Basketball, Triathlon and by riding at the stables. (Parental consent would be required and there may be additional charges).

At Lucton, we adopt as flexible a system of boarding as possible, to suit the differing circumstances of our boarding families. For many, full boarding is the most suitable arrangement. Some parents, however, choose to take their children out at weekends to spend time together. Temporary boarding is also possible and occasional boarders are always made to feel most welcome, whether it be for one night or for a whole term.

‘Croft House’ is a purpose-built building which accommodates 78 boys and girls between the ages of 13 and 18+, in single rooms (with some double rooms for younger boarders) in separate corridors according to their age and sex. There are five common room areas, including a cinema room, games, pool table, table tennis table and snack facilities and boarders have full use of the school's sports hall, games field and use of the indoor swimming pool. The atmosphere is homely and as relaxed as possible within a structured environment. The houseparents each occupy one of two apartments which are an integral part of the Boarding House but distinct from it.

‘School Cottage’ has eight shared rooms used for junior boarders. The houseparents occupy their own individual apartments in the School Cottage.

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## **2. Boarding Staff and Contact Details**

### **2.1 Boarding Staff**

|                        |                  |                |
|------------------------|------------------|----------------|
| Mr Sam Pepper          | Houseparent      | School Cottage |
| Miss Laura Shaw        | Houseparent      | School Cottage |
| Mr Jonathan Rogers     | Head of Boarding | Croft House    |
| Mrs Tracey Webb-Rogers | Houseparent      | Croft House    |
| Mrs Lulu Parker        | Matron           |                |

### **2.2 Telephone Numbers**

|                       |              |
|-----------------------|--------------|
| Main School           | 01568 782000 |
| Main School fax       | 01568 782001 |
| Boarders' payphone    | 01568 780650 |
| Boarding House office | 01568 782010 |
| School Cottage        | 01568 782019 |

### **2.3 School address**

Lucton School  
Lucton  
Leominster  
Herefordshire  
HR6 9PN

### **2.4 Email address**

[boardinghouse@luctonschool.org](mailto:boardinghouse@luctonschool.org)

### **2.5 Making Contact**

Parents are welcome to contact their children by telephone at an appropriate time (see daily routine/prep timetable). There is a payphone in the Boarding House which is located in a private booth. Boarders may use this phone to call out or receive incoming calls. Boarders may also bring mobile telephones, although boarders in Year 11 and below are not permitted to keep these in their rooms after lights out and they may not take them into school during the daytime.

Parents are free to contact their children on their mobile phones before they are taken in at lights out. Children will always have the right to contact their parents or guardians in privacy at any time of the day or night. It is discouraged during prep time and after lights out unless necessary. Parents may contact houseparents on the Boarding House office phone.

Mail can be sent and received through the School Office and there are facilities for boarders to send and receive e-mail.

Parents may visit the Boarding House at any reasonable time but should initially report to the School Office when visiting between 8:45am and 5:00pm. Parents should report to the duty houseparents at all other times. Parents will always be contacted in the event of any accident, emergency or serious event.

Helpline telephone numbers are displayed by the pay telephone and by the Boarding House office.

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### 3 Routines and Activities

#### 3.1 New Boarders

New boarders arrive in September throughout the day before the School starts.

A list of requirements for clothing and personal items can be found on the school uniform list available from the main office. Boarders are encouraged to personalise their rooms and may, if they wish, provide their own bedding.

New pupils are allocated a ‘buddy’ who will help them to find their way around the school. We find that pupils invariably settle in quickly and happily.

#### 3.2 Daily Routine

7:00am Wake up.  
7:20am “Get up” bell.  
7:40am Breakfast in the dining hall.  
8:00am Notices for the day.  
8:20am Corridor check.  
8:30am Boarders to school.  
8:40am Registration in form rooms.

Boarders are only allowed into the Boarding House during school hours if they are ill.

5:00pm Boarders return to the Boarding House.  
5.30pm Roll call in the Memorial Hall.  
5:45pm Dinner in the Dining Hall.  
6:30pm Prep begins.

A specific time is set aside for homework each evening. Prep boarders (Years 3-5) complete homework between 5.10pm and 5.40pm. All boarders begin prep at 6:30pm and finish according to their year group prep requirement. The school has a homework timetable which stipulates the amount of prep each year should have each evening. Boarders must take their homework diary to prep sessions.

| YEAR       | ROOM                  | START  | FINISH |
|------------|-----------------------|--------|--------|
| 6, 7 and 8 | Prep School           | 6:30pm | 7:30pm |
| 9          | Hereford Block – H1   | 6:30pm | 8:00pm |
| 10         | Hereford Block – H2   | 6:30pm | 8:00pm |
| 11         | Hereford Block – H3   | 6:30pm | 8:00pm |
| 12 and 13  | Sixth Form study area | 6:30pm |        |

Junior pupils are supervised by a houseparent and a Gap Tutor. Years 6, 7 and 8 are supervised in the Prep School by a houseparent. Years 9, 10 and 11 are supervised in the Hereford Block by a member of academic staff and a Sixth Form prefect in each room.

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Bedtimes:

|               | Corridor | Lights Out |
|---------------|----------|------------|
| Years 3 and 4 | 7:30pm   | 8:00pm     |
| Year 5        | 7:45pm   | 8:15pm     |
| Years 6 and 7 | 8:00pm   | 8:30pm     |
| Year 8        | 8:30pm   | 9:00pm     |
| Year 9        | 9:00pm   | 9:30pm     |
| Year 10       | 9:30pm   | 10:00pm    |
| Year 11       | 10:00pm  | 10:30pm    |
| Sixth Form    | 10:30pm  | 11:00pm    |

### **3.3 Activities**

After the end of school, Middle and Senior School Boarders have free time between 5:00pm and 5:30pm. Prep School Boarders have free time between 6:15pm and 6:45pm. There are times when activities are offered to pupils who would like to take part. The activities are optional as it is important to respect the fact that some boarders may simply wish to relax and talk to friends or spend time studying or reading in their rooms.

Parents can arrange for their children to have horse riding lessons and boarders are encouraged to play for local teams. Houseparents must be made aware of the travel arrangements. (Parental permission will be required and there may be additional charges).

At the weekend houseparents organise and accompany boarders on varied activities depending on the number of boarders and the weather. Boarders have the opportunity to stock up on supplies at the local supermarket or on an organised shopping trip. Other activities may include; bowling, areas of historical interest, swimming, walking or outdoor pursuits e.g. paintballing, mountain biking, go karting, kayaking, sports. Houseparents always look out for local events and attractions and boarders are encouraged to make suggestions themselves (especially through their corridor monitor who attends regular committee meetings). Pupils who wish to access areas of the main school must seek permission. The Sixth Form may use the Sixth Form Common Room, work area and library.

Boarders are able to access the internet in the Boarding House and the necessary software is in place to ensure that inappropriate material cannot be viewed or downloaded. There is also a cinema room where pupils are able to watch BBC sport, Netflix, iPlayer etc.

### **3.4 Catering**

Meals are eaten in the dining room and are prepared on the premises.

Great importance is placed on maintaining a high standard of food and nutrition. A menu is published weekly and a copy of this is held in the Boarding House. All boarders are required to be present in the dining hall at mealtimes unless they are ill.

Breakfast is supervised by the houseparents and consists of fruit juice, cereal, fresh fruit, toast and preserves, hot drinks and a cooked option.

Lunch is taken with day pupils and supervised by academic day staff.

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Dinner consists of a main cooked dish with a vegetarian alternative and desert. Dinner is supervised by the houseparents, Gap Tutors and house prefects.

Boarders may bring their own tuck. Pupils may keep their tuck in their rooms and should have a safe lockable storage box to keep it in. Pupils in School Cottage keep their tuck in boxes in the kitchen. Snacks may include: hot drinks, bread, cheese, ham and a variety of preserves.

There is also a house café which is available during the evenings. A kettle, a toaster, microwave, and a cooker allow boarders to prepare simple snacks in the evenings.

### **3.5 Laundry**

The Boarding House provides an in-house laundry system. School uniform always takes priority.

Each student has a washing basket in their room and they bring their basket down to the laundry on their specified day. Extra washing will be done upon request. All bedding is washed once a week on a rota basis.

Boarders must not put any clothes into the laundry that cannot be washed on a normal 40 degree cycle or cannot be tumble-dried. No responsibility can be taken for clothes washed and tumble dried in the normal manner.

### **3.6 Personal Items**

Boarders are welcome to bring to school their favourite personal possessions such as games, books, teddy bears, MP3 players and so on, but these should be clearly marked with the owner's name and the school can take no responsibility for any loss or damage. All boarders must have a lockable box in their bedroom to keep items safe and secure. Boarders are welcome to store any valuable items in the Boarding House office which is always securely locked.

The following items should never be brought into the Boarding House:

- Pocket knives, catapults or cap guns
- Pets
- Televisions
- Any item capable of producing a flame
- Aerosols
- Chewing gum
- Alcohol
- Tobacco of any kind
- Illegal substances
- Flammable liquids
- Games consoles

Kettles and rice cookers may only be brought to school with the permission of the houseparents and may be used in the café area. They may not be kept or used in a pupil's room.

The houseparents look after boarders' pocket money; we recommend that boarders hand in their pocket money at the beginning of term and a pocket money ledger is kept. Overseas boarders and older boarders usually have their own bank account. The school will assist in opening a bank account for a boarder. Our system is flexible so that boarders, parents and houseparents

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may decide between them how much is given and when. Parental requests will be noted and adhered to. Boarders will not be allowed to take out very large sums of money without parental permission.

It is very rare for money or other items to go missing or suffer damage but the school cannot take responsibility for items unless specifically requested to do so. It is strongly recommended that parents take out an 'All Risks' insurance policy to cover any potential loss or damage to valuable items.

Mobile phones and laptops are permitted but all electricals must be handed in at lights out if the pupils are in Year 11 or below. Parents must register their child's mobile phone with the houseparents so that they may be contacted. An equipment list is issued to pupils before term begins. Overseas students have the opportunity to purchase specific items of uniform from the school shop. Please note that black trousers or shirts for boarders are not provided by school.

### **3.7 Travel Arrangements**

Boarders must hand their passports and tickets to the houseparents for safekeeping during the term. Parents and guardians must arrange all travel details and must inform the school of the details. The school arranges travel to local rail stations and to airports on the day before term begins and the day after term ends. If boarders require this complementary service they must inform houseparents as soon as possible. We abide by the regulations of the different airlines as to unaccompanied minors and until boarders arrive at school or after boarders depart from school they are not the responsibility of the school when not travelling at the prescribed times. All boarders are expected to return to school between 5pm and 10pm on the day before school begins.

During term-time, pupils (Over 16s/6th Formers) may request to travel as long as their parents give written permission for them to do so and our Travel Form is fully completed in advance with all details of times, travel arrangements, destination, details of contact addresses etc (see Travel Form).

Taxi fares are the responsibility of the boarder/parent and should be paid for in advance by debit/credit card. Students are not allowed to put taxi fares on their school account.

In certain circumstances, houseparents may decline to give permission for an individual student to travel on public transport if, in their view, the boarder is unable, maybe through lack of language skills, or another issue, to travel safely alone. They may also refuse permission as part of a sanction process. Reference must always be made to the parent/guardian in this case.

### **3.8 Signing In and Out**

Parents must report to the boarding staff or the School Office if they wish to take a boarder out and are asked to notify the Boarding House staff in advance.

Any boarder who is invited to stay at a friend's house must have permission from both sets of parents involved and will need to provide the houseparents with a contact number. We do not encourage boarders to accept invitations during the week as all pupils have homework commitments and permission will be granted only at the discretion of the boarding staff and the Headteacher.

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### **3.9 House Diary**

A detailed house diary is maintained on a daily basis to enable all staff to be aware of developments and occurrences in the Boarding House.

## **4 Medical, Health and Safety**

The boarders' health care is supervised by the houseparents and matron. Boarders may be registered at Kingsland surgery. There is a regular clinic at the Kingsland Health Centre which pupils may attend for minor, non-urgent treatment. They also have available a Young Persons' Clinic for those who wish to go. Two rooms in the Boarding House are designated as boys' and girls' sick rooms. Boarders requiring medical treatment are taken to hospitals in Leominster or Hereford if necessary.

Any parent bringing medication to school for dispensation to a pupil must give the medicine directly to a member of staff (preferably the matron) and must give clear instructions, preferably written, as to the dosage and when required. Pupils are not generally permitted to keep medicines in their rooms or about their person. All personal medicines must be clearly labelled with the contents, the owner's name and the dosage and must be kept in the locked medicine cupboard in the medical room.

Parents are responsible for arranging routine medical, dental or optician's appointments and this should be arranged to take place during holiday time if possible. Should the need arise, however, Matron has strong links with local doctors, dentists, optometric and other specialist services and she is able to take boarders to any urgent appointments. Parents should not send their children back to school if they are unfit and should inform staff if their children have been in contact with infectious diseases.

Staff always act in the best interests of the child. It is very important that we are provided with all the necessary medical information for every child and that all contact details are up to date. Parents are always informed of any medical problem, hospital visits or serious treatment given.

In the absence of a parent or a person with parental responsibility, boarding staff may do what is reasonable to protect the welfare of the child and may sign emergency medical consent forms. This will only be necessary if the need for treatment is acute or if attempts to contact the next of kin have failed.

### **4.1 Fire**

The school is regularly checked by the local fire brigade to ensure that all fire regulations are met and maintained. The school operates regular fire drills and the Boarding Houses also operate their own fire drills at appropriate times. The Boarding House fire alarm is linked by telephone to a monitoring service. During the night the fire brigade are automatically called immediately when the fire alarm sounds. All fire drills and false alarms are recorded in the School Office.

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## **4.2 Security and supervision**

The Boarding Houses can be accessed by the front door which has a fingerprint lock. Security checks are carried out by staff at the end of the evening to ensure that the house is secure. An internal alarm system linked to individual corridors is set last thing at night. The internal alarm system also protects all the perimeter doors both during the day and at night.

Pupils are encouraged to report the presence of unfamiliar people on the school grounds. The only people allowed unauthorised access to the Boarding House during the day are employed members of staff who are all DBS checked. Any ancillary or contract staff are not allowed unsupervised access to the Boarding House and all visitors must visit the Reception Desk at the School Office and are required to sign in. They will also receive a copy of the Lucton School Visitor and Safeguarding Information Booklet. Parents must notify a member of the boarding staff before collecting their children from the school and staff must be informed when they return.

## **5 Guardians**

All overseas boarders should have a UK resident guardian, who should be responsible for all aspects of care, travel and holiday arrangements. They should be available to take care of the pupil should they be sick or suspended during term time.

Guardians are not arranged or provided by the school. The school is not responsible for, and cannot involve itself in, half-term and holiday arrangements, particularly accommodation.

## **6 House Rules**

### **6.1 Rules**

The responsibility for control and discipline rests in the first instance with the houseparents who may refer matters to the Senior Management Team. It is hoped that good relationships between boarders and staff will discourage any unacceptable behaviour. Pupils are issued with the house rules and sanctions so that they are clear what behaviour is required of them. Houseparents aim to be fair, firm and consistent. Staff will always endeavour to explain the necessity to limit certain behaviour and any sanctions used.

The Boarding House rules are very simple. We expect boarders to treat each other and themselves with respect. We expect boarders to treat the Boarding House as their home. Boarders are required to take care of their personal property and the property of others. They are required to keep their room neat and tidy and take pride in their appearance. Communal areas must be kept tidy and hygienic. Boarders are required to behave in a sensible and tolerant manner.

### **6.2 Good Conduct**

Positive behaviour is encouraged and parents will be informed of very good behaviour.

The following can be used to reward good behaviour:

1. Verbal praise
2. Written praise, for example: a letter/email or telephone call to parents.
3. Privileges eg. First served at supper, milkshake trip.

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It is the policy of the staff to maintain good communication with pupils. The relationship thereby established will ensure that houseparents are always considered to be approachable. The active presence of house staff at all times enables the majority of problems to be recognised at an early stage and dealt with in an understanding and fair manner.

### **6.3 House Rules**

- There is a “no contact” rule in the house.
- Boys are not allowed to visit any girl’s room or corridor. Girls are not allowed to visit any boy’s room or corridor. Failure to adhere to this rule may result in suspension or expulsion.
- Boarders are not permitted to enter any corridor other than their own without first seeking staff permission. Permission will only be given with good reason.
- Boarders are not permitted to enter another boarder’s room without permission.
- Boarders are not allowed to visit other people’s rooms after lights out.
- Boarders must not prop open their corridor doors.
- Rooms must be kept neat and tidy.
- No swearing.
- Consider others when you are moving around the house. Be careful and do not run. Never run on the stairs.
- Noise must be kept to an acceptable level.
- Ball games are not permitted in the immediate vicinity of the school.
- All members of staff and other boarders must be treated with respect.
- Electronic devices must be handed in at night if the pupils are in Year 10 or below.
- Pupils crossing the road to use the field must never run across the road or walk along it. Cross directly with caution.
- Bullying or violent behaviour will not be tolerated.
- Pupils are not allowed to visit unlit areas after dark.
- Chewing gum is not permitted.
- Pupils may not leave the school premises without permission.
- Areas out of bounds are; the staff common room, any construction site, the woods, the orchard and any areas on the field that are not visible from the steps by the pavilion.
- Trees may not be climbed.
- Smoking and the possession of alcoholic drinks or illegal drugs are of course strictly forbidden, and the Boarding House staff are ever vigilant in this respect. The discovery or suspicion of any of these items will be treated as a very serious matter and, under certain circumstances, it may be necessary to inform the police. If a pupil is in a heavily intoxicated state their parents or guardians will be informed immediately and will be asked to collect the pupil from the Boarding House.
- Aerosols are not permitted in the Boarding House, in view of the known dangers associated with them and the fact that they could activate the fire alarm system.
- Cooking in bedrooms and corridors is forbidden.

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## **6.4 Sanctions**

Sanctions given are recorded using the incident report form. Parents will be informed if a pupil is identified as a persistent offender.

Sanctions generally follow a four point plan.

1. Verbal warning.
2. Boarding House duty.
3. Gating. This may be to the Boarding House as a whole or to an individual boarder's corridor.
4. Referred to senior member of staff and letter/email/telephone call to parents and/or guardian.

Boarding House duty may consist of a cleaning duty that benefits the house, table duty in the dining room or litter picking.

## **7 Boarders' Views**

Boarders are encouraged to express their views and actively contribute to the life of the Boarding House.

Boarding House committee meetings are held at least once a term and are chaired by the Deputy Head or DSL. An elected representative from each corridor attends the meeting.

A suggestion box is available for boarders to make comments. Comments can be made anonymously or signed.

A daily roll call for all boarders is held every evening at 5:30pm in the Memorial Hall. Houseparents relay any new information, celebrate achievements, discuss suggestions and reiterate any necessary points.

## **8 Equal Opportunities**

We are fortunate at Lucton to have people who are from other countries, who speak different languages and who have experiences of different cultures. It is our policy in the Boarding House to encourage and support all pupils in every way possible. We aim to make everybody feel happy and at home. Sanctions and rewards will be fair. Activities and outings will be varied and accessible. We hope the boarding team provide positive role-models and we will not encourage gender stereotyping.

We all live as one family in the Boarding House. We need to be tolerant and respectful.

## **9 Provision for Pupils with Special Requirements**

The Boarding House will be particularly sensitive to the needs of pupils with special dietary, religious observances or needs because of a particular religious or cultural background and support will be provided for boarders for whom English is not their first language. This may include; provision of special meals, requesting advice from the EAL teacher, making provision for religious observances, providing extra help with organisation and good pastoral care. Boarding staff will ensure that pupils have access to special requirements and that pupils understand the basic rules and requirements of the school and Boarding House. Boarding staff should request information about topics they are unsure about.

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## 10 Responsibilities of Parents

The Boarding House staff are most approachable and would encourage you to speak with them about any concerns you have about your child as this will help to ensure the needs of each individual boarder are met.

Parents must ensure that:

- Staff are informed of any change of contact details.
- Staff are informed of any sensitive issues or medical problems that may affect children in their care. Any worries or concerns should be reported as soon as possible.
- Boarders are collected and arrive at the correct times.
- All clothing and personal items are named or can be identified.
- Boarders have the correct uniform and equipment for school.
- Boarders are familiar with the school rules and the rules are actively supported.
- All correspondence is returned promptly.
- Boarders have a lockable box.

Staff will actively support and reassure parents in every way possible. The role of being '*in loco parentis*' is taken very seriously and every boarder is looked after and cared for as an individual.

## 11 Worries and Complaints

The following advice is given to pupils:

If you are worried or wish to make a complaint there are a number of ways you can do this.

Remember you have friends who may be able to help, or an older pupil to whom you feel you can talk. The houseparents are always ready to help as is the Headteacher or any member of staff.

There may be a time when you don't want to talk to a member of staff, this is quite understandable and natural. If this is the case then talk, telephone or write to any of the following:

your parents or a trusted adult

the independent listener – Jackie Markham (tel: 01568 708281)

Childline 0800 1111

Ofsted 0300 123 4666

ISI CAP House, 9-12 Long Lane, London EC1A 9HA, telephone 020 7600 0100

The Office of the Children's Commissioner, telephone 020 7783 8330  
([www.childrenscommissioner.gov.uk/](http://www.childrenscommissioner.gov.uk/))

If you feel you wish to make a complaint you should speak to a member of staff you trust, you can take a friend with you if you like. You can make an appointment with the Headteacher, Pastoral Deputy Head or DSL. You may take a friend or a member of staff.

If this does not resolve the matter you can make a formal complaint. This is done as follows:

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Either talk to or write to the Headteacher or tell one of the houseparents you wish to make a formal complaint. Your complaint will be recorded in the complaints log kept by the Headteacher; within two days the Headteacher will ask to see you to talk the matter through. You can have a friend with you who may be another pupil or a member of staff. If, within two more days you still feel the matter has not been sorted out you may contact any of the people listed and ask them to help you.

**You do not have to tell staff or anyone else that you are complaining about them.  
Remember your responsibility to be honest and truthful.**

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## **12 Missing Child Policy – Boarding House**

In the event of any pupil feared missing, staff will carry out the following procedure:

- 1 Carry out a quick search of the Boarding House and question all available pupils and adults to ascertain when and where the pupil was last seen.
- 2 If the pupil does seem to be missing, notify other staff (and the Heads if possible) immediately to enlist their help - time is of the essence.
- 3 One adult should remain in the boarding office to control operations. Adults or pairs of responsible pupils should be sent to search specific areas, calling out loudly, and report back within a few minutes. The areas to be searched include all rooms, toilets, showers, offices, medical room, sick rooms, store rooms, stairs, classrooms, library, art room, activity hall, playing fields, out-houses and school grounds. No pupil should leave the school site, but if possible an adult should take a car with a mobile telephone to search the local area.
- 4 If the pupil cannot be found, the Heads or Head of Boarding will determine the appropriate time to notify the police and the pupil's parents.
- 5 The event must be recorded using an incident report form in the Boarding House. The action taken and reasons for the pupil being missing also must be recorded.

## **13 Safeguarding**

In a boarding school, there are some additional factors to consider with regard to safeguarding pupils living away from home. Lucton School follows the requirements set out in the National Minimum Standards and Quality Standards.

Boarding Staff at Lucton receive additional induction and safeguarding training tailored to meet their specific, additional duties. Staff are alert to inappropriate pupil relationships, initiation type behaviours and the potential for peer on peer abuse. When living away from home a pupil may be more vulnerable to physical, sexual or emotional abuse and / or neglect. It is important that the quality of care is of the highest standard and that staff are mindful of the individual needs and situation in which a pupil may find themselves. The whole school safeguarding and child protection policy applies but there are some additional considerations and actions the School takes to protect pupils who board.

In the boarding house, the highest quality of care is achieved by making sure that:

- Pupils feel valued and respected and their self-esteem is promoted;
- There is an openness on the part of the boarding house to the external partners and parents.

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- Boarding house staff are trained in all aspects of safeguarding pupils and are alert to pupils' vulnerabilities and risks of harm, and knowledgeable about how to implement safeguarding pupils' procedures, including referral procedures.
- Pupils who live in the boarding house are listened to and their views and concerns responded to.
- Pupils have ready access to a trusted adult outside the boarding house setting (e.g. a family member, Independent Listener, access to Childline or the Children's Commissioner). Pupils are made aware of the help they could receive both from within and outside Lucton School.
- Boarding house staff recognise the importance of ascertaining the wishes and feelings of pupils when dealing with sensitive issues.
- Pupils should be genuinely able to raise concerns and make suggestions for changes and improvements, which are taken seriously. All complaints are dealt with in accordance with the complaints policy.
- Staff carefully monitor relationships and are sensitive to bullying or intimidation by peers. If suspected or reported, bullying is dealt with in line with the anti-bullying policy.
- Recruitment and selection procedures are rigorous and create a high threshold of entry to boarding house posts to deter abusers.
- Lucton School has a clear code of conduct instructing boarding school staff on their duty to their employer and their professional obligation to raise legitimate concerns about the conduct of colleagues or managers.
- There is respect for diversity and sensitivity to race, culture, religion, gender, sexuality and disability.
- Boarding house staff are alert to the risks of harm to pupils in the external environment from people prepared to exploit the additional vulnerability of pupils living in a boarding school. E.g. online safety.

### **Transport of pupils to and from the boarding house at the end of term**

In addition to the transporting pupils codes of practice, additional measures are put in place to ensure the safety of pupils travelling significant distances or abroad. The last day of each term

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is deemed a 'travel day' for boarders and pupils can leave at any point during that day. Boarders should not leave earlier without permission from the Headmistress as it disturbs the teaching and learning programme.

1. All boarders' travel plans are recorded and agreed with parents or guardians in advance.
2. All students are issued with contact numbers should they need to contact the school during their travel.
3. Under 16s are transported to airports under supervision or by arranged taxi. The pupils are handed to the airlines as young travellers or unaccompanied minors.
4. Medicines will only be issued for the duration of the travel. Parents should be reminded of this so that appropriate medication is available on arrival at home.

## **14 Boarding House Guide for Parents**

The Boarding Aims and Sections 1-11 of this Boarding section are produced in a booklet which is issued to parents.

## **15 Prefects**

### **House Prefects**

House prefects are carefully selected by the boarding staff who believe that senior boarders have something to contribute in order to help improve the Boarding House.

Prefects need to work closely with house staff and gap tutors and with their position comes the responsibility that they must **set a good example** to the rest of the pupils in the house and they are trusted you with the responsibilities they have shown and will continue to show:

Interest in other boarders,  
Commitment towards and support for a broad range of  
School activities,  
Good work habits,  
Smart appearance,  
Respect for School and House Rules.

Over a period of time they are given an induction on different issues such as rules and regulations, bullying and child protection.

The Heads of House are Senior Prefects and are responsible for drawing up the duty rotas. They must be aware of the house rules and report any incidents to the boarding house staff.

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### Morning Duties:

Complete morning roll call, in accordance with the prefect duty rota. In the dining room check that all tables are cleared and cleaned and chairs are stacked away.

After breakfast, assist gap tutors and house staff in ensuring all boarders leave the house on time and the house is left clean and tidy.

### Dinner Duties:

Prefects are allowed to have an early dinner or must wait until their dinner duty is over before collecting their dinner.

Send individual tables up to collect dinner

Encourage pupils to behave well and have good table manners.

Make sure that all pupils arrive in the Memorial Hall promptly for roll call at 5.30pm.

Check that all tables are cleared and cleaned.

Again, boarding house staff are on hand to help and any incidents should be reported to them immediately.

### General Duties:

During the evenings and weekends prefects must look out for behaviour that does not reflect the atmosphere we wish to have in the house. If any boarder breaks a house rule they must report it to the boarding house staff.

Prefects can give verbal warnings and give out boarding house duties. If they feel that a further punishment is necessary they must consult a houseparent who will continue with the matter. All sanctions are recorded using an incident form.

**Prefects must be consistent and fair.** If they find it hard to do this, they must inform the houseparents so that they can support and advise accordingly.

### **Corridor Monitors**

This is an important role within the boarding house and the houseparents rely on them to carry out their responsibilities and assist in the smooth running of the boarding house.

### Responsibilities:

Ensure that corridors are kept clear

Remind boarders to turn out lights, switch off taps, open/close windows, change bedding regularly and ensure that beds are made in the morning

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Assist house parents and gaps in making sure all boarders are out of the house by 8:30am

Bring laundry bin down to the laundry after breakfast on the correct morning, collect it at the end of the school day and supervise the distribution of the clean washing

Encourage boarders on corridors to be considerate of others, especially after lights out

Privileges:

Corridor prefects are allowed to go first to tea

Milkshake trip.

Receive a Lucton express voucher if their corridor consistently meets expectations each week.

## **16 Management of Boarding**

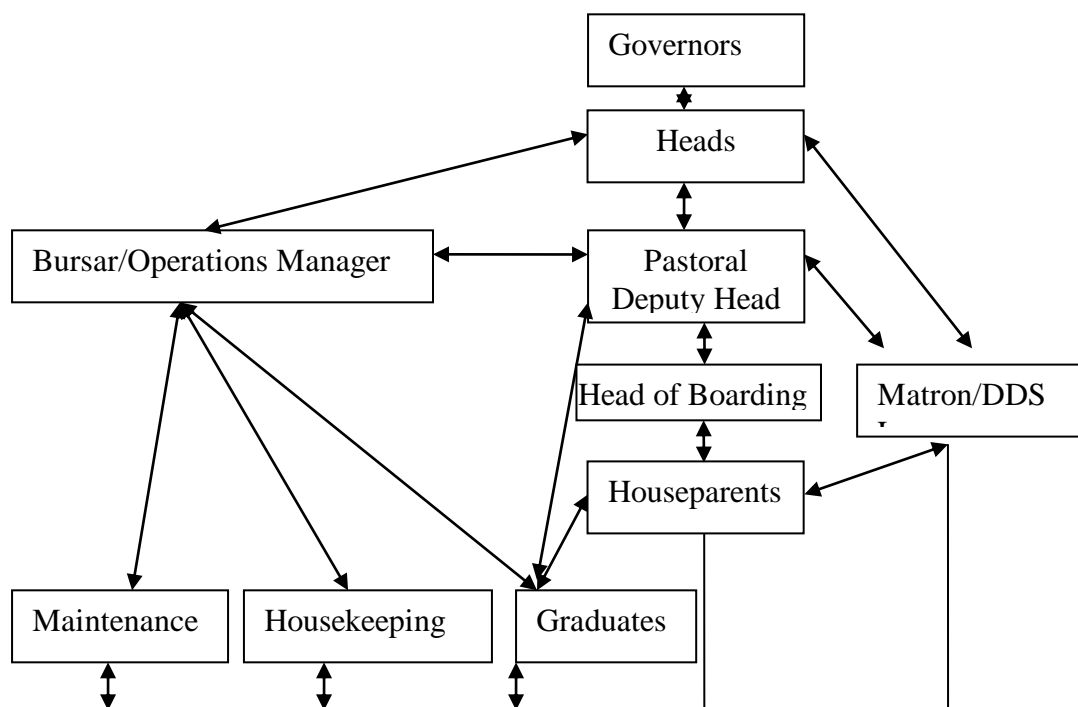
Boarding House Staff are appointed by the Heads. Applicants are supplied with general information together with a job description. Successful applicants are given a copy of the staff handbook – Section F specifically refers to Boarding.

Boarding House parents are expected:

- to manage efficiently and sensitively, the staffing, organisation and resources of the House;
- to provide for the safety, good discipline and pastoral well-being of all the pupils in the House.

### **Management Structure**

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### Induction of Houseparents

The usual induction procedure for new staff will apply to Houseparents. In addition, the Headteacher will review boarding practice at least once each term with each houseparent or couple and meet weekly for a term and possibly all of the first year.

Houseparents will be encouraged to attend appropriate training courses related to good boarding practice.

Within the School itself, staff are able to communicate easily with colleagues. There are formal meetings each week including a Boarding Staff Meeting (see Section G). All boarding staff have access to both the Headteacher's and Pastoral Deputy Head's home and mobile telephone numbers.

The Operations Manager will inspect all Boarding accommodation each term and be present at the weekly Boarding Staff meeting.

There will be a termly meeting with relevant support staff.

## 17 Accommodation arranged by the school for Boarders

### Introduction

UK resident guardians are responsible for all aspects of holiday arrangements. The School is not normally responsible for, and does not normally involve itself in arranging accommodation for boarders.

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## **18 Job Description for Houseparents at Lucton School**

Responsible to: Head of Boarding, Pastoral Deputy Head, Heads of School

Responsible for: members of the House

Aims of Post: to manage efficiently and sensitively, the staffing, organisation and resources of the House; to provide for the safety, good discipline and pastoral well being of all the pupils in the House.

### **Key Tasks and Responsibilities:**

1. To ensure that boarding staff, parents and pupils understand the aims and objectives of boarding in the House, and the principles on which community life in the House is based.
2. To be aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House.
3. To develop and manage the Gap Tutors and house prefects team, so that they can play their part in carrying out effectively the tasks that follow, according to their particular roles and responsibilities.
4. To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
5. To ensure the safety and security (including emotional) of all pupils at all times when they are in the school's charge (including meal times, weekends, and on expeditions and outings).
6. To liaise with Matron to ensure that pupils' medical requirements are properly catered for; to encourage pupils to adopt a healthy life style.
7. To monitor and maintain standards of uniform and appearance; ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the House, with respect; liaise with the appropriate domestic and maintenance staff where necessary.
8. Administer pupil pocket money.
9. To develop, in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
10. To ensure that a full and varied programme of extra-curricular activities is available, and pupils (particularly younger ones) are appropriately occupied especially at weekends.
11. To be aware of the academic strengths and weaknesses of pupils; to liaise with form tutors to ensure that the conditions and supervision in evening prep are conducive to effective academic success.
12. To use every opportunity to cultivate contact and communicate with parents, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know.

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13. Welfare, health, emotional problems, achievements and misconduct; to provide such reports and references as may reasonably be required in collaboration with Form Tutor.
14. To counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems that they may have and, if appropriate, to inform the Head of Boarding, Pastoral Deputy Head, DSL and/or Heads.
15. To fulfil the requirements of the school's policy on child protection and to refer matters to the DSL in the first instance should this be deemed necessary.
16. To support the school's disciplinary policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the House and school; to inform the Head of Boarding, Pastoral Deputy Head, DSL or Heads in any case of severe bullying, substance misuse or sexual misconduct.
17. To be available for a few days either side at the beginnings and ends of term to assist with the clearing up / preparation of rooms and checking of bedding, furniture, fixtures and fittings and preparation of a list of repairs and maintenance items required for submission to the Operations Manager.
18. To collate all travel details and arrangements of the pupils and supply details to the Admin department as necessary.
19. To attend weekly Boarding House Meetings with the Heads, Pastoral Deputy Head, Matron, Head of Boarding and Operations Manager.
20. To ensure that prep is supervised by a member of staff and is in accordance with school guidelines, so that a positive atmosphere and an environment supporting quality learning are maintained.
21. To be responsible for all health and safety matters in line with school policy and to liaise with the Operations Manager on such matters.
22. To oversee the maintenance of a daily boarding house diary, including the recording of all sanctions or restrictions of privilege, and to present the diary regularly to the Heads and/or Deputy Head for inspection.
23. To perform any other key tasks which the Headteacher may reasonably assign.

## **19 Job Description for Assistant Houseparent(s) at Lucton School**

Responsible to: Heads of School, Head of Boarding, Pastoral Deputy Head

Responsible for: members of the House

Aims of Post: to manage efficiently and sensitively, the staffing, organisation and resources of the House; to provide for the safety, good discipline and pastoral well being of all the pupils in the House.

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### **Key Tasks and Responsibilities:**

1. To ensure that boarding staff, parents and pupils understand the aims and objectives of boarding in the House, and the principles on which community life in the House is based.
2. To be aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House.
3. To support the Gap Tutors and house prefects team, so that they can play their part in carrying out effectively the tasks that follow, according to their particular roles and responsibilities.
4. To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
5. To ensure the safety and security (including emotional) of all pupils at all times when they are in the school's charge (including meal times, weekends, and on expeditions and outings).
6. To monitor and maintain standards of uniform and appearance; ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the House, with respect; liaise with the appropriate domestic and maintenance staff where necessary.
7. To assist with the administration of pupil pocket money.
8. To develop, in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
9. To ensure that a full and varied programme of extra-curricular activities is available, and pupils (particularly younger ones) are appropriately occupied especially at weekends.
10. To be aware of the academic strengths and weaknesses of pupils and ensure that the conditions and supervision in evening prep are conducive to effective academic success.
11. To support the ethos of cultivating contact and communicate with parents, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know.
12. To assist with keeping records of pupils' academic progress, welfare, health, emotional problems, achievements and misconduct.
13. To counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems that they may have and, if appropriate, to inform the Head of Boarding, Pastoral Deputy Head, DSL and/or Heads.
14. To fulfil the requirements of the school's policy on safeguarding and to refer matters to Designated Safeguarding Lead, in the first instance should this be deemed necessary.

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15. To be familiar with the school's policies and procedures for safeguarding, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas.
16. To support the school's disciplinary policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the House and school; to inform the Head of Boarding, Pastoral Deputy Head, DSL or Heads in any case of severe bullying, substance misuse or sexual misconduct.
17. To be available for a few days either side at the beginnings and ends of term to assist with the clearing up / preparation of rooms and checking of bedding, furniture, fixtures and fittings and preparation of a list of repairs and maintenance items required for submission to the Operations Manager.
18. To assist with the collation of all travel details and arrangements of the pupils and supply details to the Admin Department.
19. To attend weekly Boarding House Meetings with the Heads, Pastoral Deputy Head, Operations Manager and Matron.
20. To provide a stimulating and pleasant living environment which pupils respect and where they feel valued and secure and to liaise where necessary with the Operations Manager on this matter.
21. To provide and oversee an equitable and fair structure by which pupils assist in the care and cleanliness of their environment.
22. To ensure that prep is supervised by a member of staff and is in accordance with school guidelines, so that a positive atmosphere and an environment supporting quality learning are maintained.
23. To be responsible for all health and safety matters in line with school policy and to liaise with the Head of Boarding and Operations Manager on such matters.
24. To assist with the maintenance of a daily boarding house diary, including the recording of all sanctions or restrictions of privilege.
25. To perform any other key tasks which the Heads may reasonably assign.

## **20 Job Description for Head of Boarding at Lucton School**

Responsible to: the Heads, Pastoral Deputy Head

Responsible for: members of the House and Boarding House staff

Aims of Post: to efficiently manage the staffing, organisation and resources of the boarding house and ensure provision for the safety, good discipline and pastoral well-being of all pupils.

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### **Key Tasks and Responsibilities:**

To be aware of the implications of the National Minimum Standards for Boarding Schools for the welfare and pastoral care of the pupils in the house.

To ensure that boarding staff, parents and pupils understand the aims and objectives of boarding in the house, and the principles on which community life in the house is based.

To liaise with the school Matron to ensure that pupils' medical needs are properly catered for; to encourage pupils to adopt a healthy life style.

To ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect.

To retain an overview for the boarding house budgets, ensuring that accurate accounts are kept, for use by the finance department. The Head of Boarding is to sign for all expenses before passing them on to finance.

To appoint corridor monitors in consultation with other house staff and implement the corridor monitor system and ensure monitors are carrying out their duties.

To induct Gap Tutors with regard to their role in the boarding house.

To coordinate boarders' travel plans at the beginning and end of each half-term.

To allocate rooms to boarders.

To develop, in the pupils, a collective responsibility to be aware of the needs of others, and to offer such support and help for each other as is appropriate.

To meet on a weekly basis with the Headteacher to discuss matters relevant to the boarding house, in the SMT/Boarding meeting.

To be responsible for the annual review and update of the boarders' handbook.

To be aware of the academic strengths and weaknesses of pupils; to liaise with form tutors and/or pastoral staff to ensure that relevant background circumstances of pupils are known and discussed; to ensure that the conditions and supervision in evening prep are conducive to effective academic progress.

To use every opportunity to cultivate contact and communicate with parents, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know.

Delegation of corridors to Houseparents for ownership of boarders' welfare and report writing.

To keep suitable records of pupils' progress, welfare, health, emotional problems, achievements and misconduct; to provide such reports and references as may be reasonably required.

To counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to liaise with pupils'

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siblings, if appropriate; to inform the Designated Safeguarding Lead if any referral to outside agencies is required; to fulfil the requirements of the school's policy on child protection.

To enforce the school's disciplinary policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the house and school; to inform the Headteacher in any cases of severe bullying, substance misuse or sexual misconduct.

To ensure that all members of the boarding staff team are familiar with the school's policies and procedures for child protection, countering bullying, substance misuse, and health and safety, and are aware of the appropriate response needed in these areas.

To organise and oversee the Induction Programme for new boarders and in the case of boarders for whom English is not their first language to encourage and promote the use of English whenever appropriate.

To be prepared to return to work 3 or 4 days before the start of the school term to prepare the boarding houses and help deliver the induction programme.

To produce duty rotas in advance of the start of each term and ensure that all duty staff are provided with copies.

To ensure that, where relevant, details of boarders' guardians are kept up to date and information passed to the Registrar.

To liaise with the Registrar at intervals during the main school holidays regarding any late applications for boarding places.

To monitor and make available to the Staff a CPD cycle relevant to boarding.

To ensure a suitable induction programme for new staff. To shadow and provide models of best practice.

To delegate tasks to include trip arrangements, travel and transport arrangements etc.

## **21 Job Description for Matron at Lucton School**

Responsible to: The Heads;  
in day-to-day matters to the Houseparents

Responsible for:

Aims of Post: To assist with and contribute to the supervision and care of the boarders, with particular responsibility for the health and general well-being of both boarders and day pupils.

### **Key Tasks and Responsibilities:**

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## **Health and Medical**

1. To be responsible for the general health and well-being of pupils throughout the school, holding daily 'surgeries' at appropriate times.
2. In the case of any doubt or concern, to refer medical matters to the doctor's surgery or hospital.
3. To respond to medical emergencies as well as routine appointments, escorting pupils as needed to the surgery or hospital.
4. To attend any sick pupils in bed in the house.
5. To be responsible for the well-being of any day pupils who are unwell, making arrangements for them to be collected by parents.
6. To ensure that appropriate pupil records are kept up to date and that they are stored securely; to liaise with houseparents and teachers, in order to share any health or medical concerns.
7. To administer any non-prescription medication in accordance with the school's published Medical Care Policy.
8. To ensure adequate medical supplies and equipment, placing orders as necessary and providing for their safe storage.
9. To be aware of the school uniform and clothing requirements of pupils, and to ensure that they have all the items they require; to be responsible for the good standard of clothing of pupils, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing.
10. To liaise with parents of boarders as necessary, concerning welfare and medical matters, in consultation with the Houseparents.
11. To provide a sympathetic presence in the house, and to be sensitive to those who are having difficulties coping with school life; to liaise closely with other relevant staff concerning the progress and welfare of pupils.

## **General**

12. To take part in such performance management or staff review arrangements made by the school, on not more than an annual basis.
13. To attend house boarding staff meetings.

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14. To be a part of the safeguarding team and provide safeguarding instruction to new members of staff as required by the DSL.
15. To act as the Fire Officer for the allocated area in the Boarding House.
16. To be familiar with the school's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection and safeguarding.
17. To carry out such other related duties as may be reasonably required from time to time by the Head or Houseparents, subject only to the provision that such duties shall fall within the general aim of the post.

## **22 Job Description for Residential Graduate Teacher at Lucton School**

**Responsible to:** Head of Boarding/Head of Operations

### ***The Role***

The Residential Graduate Assistant will support all aspects of Boarding life at Lucton School as well as other various departments such as music, equestrian, sport and drama. Whilst gaining experience of a Boarding School environment and providing positive educational and pastoral experiences for the students, the RGA will remain committed to the Personal and Moral Values of Lucton School (Compassion, Courage, Initiative, Integrity, Responsibility and Respect).

### ***Main Duties***

#### ***Boarding:***

- Provision of outstanding welfare support to the Boarding Pupils in support of the Head of Boarding and other members of the Boarding Team, promoting safeguarding and welfare of all.
- Provide direct support to pupils and staff in dealing with all aspects of the health, welfare and pastoral care of pupils adhering to relevant school policies and procedures at all times.
- Support the Boarding Team with a wide range of administrative duties relating to pupils and their families.
- To monitor and maintain standards of uniform and appearance; ensure that pupils' clothes and personal belongings are used appropriately and stored tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house with respect; liaise with the appropriate domestic or maintenance staff where necessary.
- To support a full and varied programme of extra-curricular activities available, particularly at weekends.

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- To assist with keeping records of pupils' academic progress, welfare, health, emotional problems, achievements and misconduct.
- To provide a stimulating and pleasant living environment which pupils respect and where they feel valued and secure.
- To undertake evening and weekend duties such as prep supervision, dining room supervision, bedtime roll call etc
- To work within the Boarding Houses up to lunchtime on the day after half term begins and back in the Houses by lunchtime on the day half term ends.
- To be available for 2/3 days at the beginning and end of terms to set up and close down the residences.

#### ***Non Boarding:***

- To support various academic departments around the school to include music, drama, sport, equestrian, CCF etc.
- To support non-academic departments around the school to include maintenance, administration etc
- Lifeguarding for all school swimming sessions at the Prince Edward Swimming Pool as required.

#### ***Person Specification***

The role requires excellent organisational skills, the ability to work as part of a team and the post-holder will need to be able to work under pressure and multi task across all aspects of school life. As an RGA we would expect an ability to listen and communicate at all levels (pupils, parents, staff) offering excellent customer service skills, initiative and commitment.

#### ***Personal Qualities***

A graduate who has an interest in working with young people and believes that all children can succeed.

Willingness to learn and professionally develop.

Robust and caring disposition, with patience and empathy.

Effective communicator – good listener and sincere.

Confident to take the lead when and where appropriate.

Flexible and adaptable.

A natural motivator of people, but with clear boundaries and a firm but fair approach.

To be confident in dealing with young people (aged 5-18 years).

Well organised and practical.

Enthusiasm for and commitment to working in a co-educational, multicultural, international school.

Commitment to the ethos of the school, support for the aims of policies of the school.

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The ability to work as a member of the team.  
Excellent attendance and punctuality.  
Great customer service skills.  
Smart appearance.

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line managers.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the Boarding House and School.

This job description and accompanying documentation do not form part of the employment contract.

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