



ROYAL HIGH SCHOOL
BATH
G D S T

BOARDING PRINCIPLES AND PRACTICE [EMMA CUSTODIO] 2019-20

Applicable to: All prospective and existing students, parents and staff.

At The Royal High boarding means looking after the boarders so they can lead fulfilling and balanced lives at school and beyond; it is about showing them how to look after themselves and others; teaching them skills to become independent; it is about helping them to be ready when they leave school for their future.

Aims:

1. To ensure that all boarders enjoy a living environment which is supportive, caring and safe; and which supports their physical, intellectual, spiritual and moral development including:
 - Learning about human nature
 - Understanding people that they live and work with
 - Respecting differences, learning compromises and tolerance
 - Looking out for one another and caring for each other.
2. To understand that joined up pastoral care underpins personal development.
3. To have a strong School-Home link to ensure that boarding parents are kept informed of all issues relating to their daughters' physical, intellectual, spiritual and moral development.
4. To ensure that boarders enjoy equitable rights of access to all areas of school activities with day boarders.
5. To ensure that the school's ethos and values are upheld within the boarding environment.

Implementation:

1. The Head of Boarding to ensure that boarding matters are fully represented to the Head and that staffing arrangements and procedures within the Houses are in line with all regulatory requirements.
2. The Head of Boarding to advise SLT on matters of boarding recruitment locally, nationally and internationally.
3. The Head of Boarding to represent RHSB (with other relevant staff) at appropriate recruitment events / meetings with agents.
4. Years 7-11 are in School House. School House has a Housemistress who is also the Head of Boarding, one Deputy Housemistress, one Resident Matron and three resident Boarding Assistants. Years 12-13 are in Gloucester House which has a Housemistress, an Assistant Housemistress and a Day Assistant Housemistress, with the use of School House's Boarding Assistants when necessary. Boarding also benefits from a day time weekly school nurse and a boarding nurse who is also on duty over the weekends. The Housemistresses and Matron are 3-Day First Aid trained. This level of staffing ensures 24-hour care for students and cover for the Houses.
5. All boarding students are to be admitted to the school on the same basis for selection as day students.
6. The Head of Boarding to have responsibility for coordinating the work of staff in School House and Gloucester House.
7. Medical staff to have responsibility for overseeing the physical well-being & health of boarding students.
8. The Boarding staff to coordinate weekend activities for boarders in consultation with the Housemistresses.
9. The Head of Boarding and Housemistress in Gloucester House to ensure that information about boarding students is passed on to tutors, Heads of Key Stage and the Deputy Head Pastoral when necessary.
10. The Head of Boarding and Housemistress of Gloucester House to ensure not only that a 'family' ethos is promoted within boarding, but also that sanctions are administered fairly and consistently within agreed guidelines.
11. The Head to be kept informed of all issues relating to boarders' welfare and discipline.

12. The House staff to ensure that all guidelines and procedures relating to matters of discipline and Health and Safety are adhered to.
13. The Head of Boarding, in conjunction with the Health and Safety Coordinator and the site team to ensure that appropriate Risk Assessments are carried out in all boarding areas and any repairs are undertaken to reduce any risk.
14. The Head of Boarding to ensure compliance with all Fire Regulations, including the organisation of regular fire practices.
15. A boarding house is a student's home away from home. It is important that they have privacy and part of the role of boarding staff is to balance this need for privacy with our need to know what is going on. Staff are more likely to find themselves going into School House rooms, as there is not often a need to disturb Sixth Form boarders in their individual study bedrooms. In both cases, all staff should pay students the courtesy of knocking on their doors and waiting for an answer. It is always worth asking if the occupant(s) are all suitably dressed before entering the room as they sometimes do not think before asking visitors to enter their rooms. Staff should not sit on the boarders' beds; these are private spaces. If students are in single study bedrooms or on their own in a larger room, staff should prop the door open when chatting to students and take any other measures necessary to ensure they are not making themselves vulnerable. In terms of facilities in School House, where rooms are shared, furniture is organised to promote privacy when dressing, undressing and sleeping. In Gloucester House the Sixth Form may have their own rooms, so they can determine the degree of privacy they require. Bathing facilities have private changing spaces in all houses.
16. In School House in particular, where younger students need more assistance with looking after their belongings, the Resident Matron and Boarding Assistants do encourage and assist with tidying up. They do not tidy up without students being present, as this would be an invasion of privacy. Where a pile of personal belongings has been left in an inappropriate space, the member of staff may pick these up and put the pile in a wardrobe or on a desk or bed, providing they do not search through the belongings. It is acceptable for a member of staff to enter a boarder's room to leave a note or to return a piece of property when the boarder is not present, providing they have knocked and waited before entering. Looking through someone's possessions is not allowed, even where the pupil gives permission, unless she is present. Misunderstandings can arise too easily in this situation. A search of students' possessions is an invasion of their privacy and may only be carried out where there is a suspicion that the student may have possessions which are forbidden or dangerous.
17. Boarding parents to be kept informed of all issues relating to their daughters' development. Home will always remain the most important place in boarders' lives and their parents the most important people. We work together with parents and keep in regular contact with them to ensure students have the opportunity to flourish.
18. House staff to oversee and monitor the boarders' independent study (prep) and to liaise with academic staff in the event of problems.
19. The Head of Boarding and Housemistress of Gloucester House to meet with and inform the Pastoral Deputy Head about all issues arising relating to safeguarding.
20. Boarders to have an equal opportunity to participate in all student forums so that their voice is heard alongside their day counterparts. We support the boarders in being aspirational and in developing their interests and talents whilst learning to achieve balance in their life.
21. Students play a vital role in the running of their houses and have many opportunities to develop leadership skills and a sense of responsibility and sympathy towards the needs of others.
22. Day students are very welcome in School House Common rooms at the appropriate times. This also applies to boarders from Gloucester House and day students. They must be signed in with a member of staff and out again on departure. Guests should not be taken into bedrooms.
23. There are coded doors at the entrances to the boarding areas. All external visitors must report to the office and be accompanied into the boarding house by a member of staff. All adults visiting boarding are kept under sufficient staff supervision, and restricted to the common rooms, with the exception of parents returning their children after a break when they are to let a member of House Staff know they are around and ask permission to enter their children's rooms.