



Boarding at Sedbergh Junior School - A Handbook for Parents

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Introduction

Our aim as a boarding community is to meet the individual needs, foster the aptitudes and nurture the growth of each child in order to create an environment whereby they have the opportunity to become their best self. We believe that emotional and social well-being and growth, self-esteem and confidence are of prime importance.

We believe that respect for children, faith in children and an ability to see the world through their eyes should inform our care. The staff involved in boarding at Sedbergh Junior School wish to notice and respond to a child's need, identify their talent and discover and resolve their unhappiness. If we evidence this care then children will feel secure and valued and, as a result, will value themselves and others.

A sense of community is of immense value to children and to their families and it stems from our desire to understand and care for the whole child. Boarding at Sedbergh Junior School aims to be seen as an extension to family life. For some families, their child boarding with us may be their first experience of boarding. For others, they may have the experience of older children boarding at Sedbergh School. Whatever your experience of boarding, you will need to feel confident that your child is being cared for in the best possible way.

We currently have two boarding houses at Sedbergh Junior School; one for the boys (Cressbrook House), and one for the girls (Marshall House).

Sedbergh Junior School offers four types of boarding and you will need to decide and inform the school which type of boarding is going to be best suited to your family and, most importantly, your child.

Types of Boarding

Full Boarding

Full boarders are at school throughout the week and at weekends, and benefit from an extensive weekend programme. Full boarders may go out with parents / family members at any time and with other pupils with the permission of their parents and the Housemaster/mistress.

Weekly Boarding

Weekly boarders normally go home after their last commitment on Saturday and return either on Sunday evening 30 minutes prior to bedtime or on Monday by 8.00am. Weekly boarders are welcome to stay in school at weekends. Should this be the case, Houseparent's should be informed by Thursday lunchtime.

"Home & Away" Boarding

"Home & Away" is available for the first term of boarding and makes it possible for boarders to opt for a midweek night at home on Wednesdays. In so doing they board for no more than two consecutive nights at a time - Monday/Tuesday and Thursday/Friday. Under this arrangement almost as much time will be spent at home as at school thus allowing for very regular contact. This can work as an ideal stepping stone for those boarding for the first time or making the transition from Flexi boarding.

"Flexi" Boarding

"Flexi" is available to Day Pupils aged 8 and above and is a wonderful introduction to boarding. It allows those pupils to experience a night of boarding with their friends. Most of our children who start "Flexi" boarding very quickly convert to "Home & Away", Weekly or Full boarding.

Communication

With the Day School

Liaison between boarding staff and the day school is as important, as it is for a day parent. In many cases, a member of the boarding staff will be a child's day school tutor or the school tutor will be on duty in the House. There is regular and proactive contact between the boarding staff and the children's teachers with regards to academic progress and any other aspect of their welfare and happiness.

With Home

Parents will always be informed of any matters of concern and should feel free to let us know of any concerns either they or their child may have.

Parents are always welcome to visit their child and the level of informal communication between staff and parents is therefore naturally high. The Housemaster/mistress will contact the parents of new boarders regularly over the first few weeks to reassure that all is well and to resolve any queries or concerns. The Housemaster/mistress is always willing to meet with parents informally or by appointment for a private discussion.

For those parents who are unable to visit frequently, special arrangements for communication can be made as appropriate, using email or regular phone calls to ensure that parents are kept fully informed of their child's progress and welfare.

Parents Meetings

We endeavour to schedule these around half term collection times to coincide with a natural drop off or pick up time. This provides parents with the opportunity to talk personally to all the staff who teach their child. These dates can be found in the school calendar. Whilst these times are an extremely useful time to meet with your child's teacher, should you have any concerns outside of these meeting times it is essential that you raise these immediately with your child's houseparent.

Keeping in Touch with your Child

- **By Telephone**

Boarders may have a mobile phone to use out of the school hours. These are kept by the Houseparent's until the children return from school when they can collect them. Phones must then be handed in at bed time. There are phones available in each house for receiving too.

- **By Email / Skype**

Email and 'Skype' facilities are available to the pupils via computers in each house.

- **By Letter**

Full boarders will write letters home each week and as such will require writing paper and envelopes.

Keeping in Touch with School Life

The school website www.sedberghjuniorschool.org is an invaluable source of information for boarding parents. This will give you direct access to all that is going on at school. There is also a boarding section with news items and a photo gallery which is regularly updated from the weekend activities.

Boarding House Forums

In addition to the day to day informal communication between children, houseparent's and academic tutors in the Boarding House, the children have the opportunity to discuss a wide range of matters through Boarding House Forums. These are led by the Housemaster/mistress and they are designed to give the children an opportunity to discuss any issues relating to their lives as boarders, to put their ideas forward for consideration and to raise any worries they may have.

Health

Health Care

Children can be seen by the school doctor or school nurse at the Sanatorium during school hours. Outside of this, there is 24 hour cover provided by the School Nursing team and Kendal Hospital is only 15 minutes away.

It is normal for boarders to register with the School Doctor. This means that during the school holidays the home doctor will treat your child as a 'temporary resident'. All new children are given a medical examination by the School Nursing team shortly after joining us.

All medicines brought to School are signed in by resident staff and the School Matron is notified. It is vital that each Boarder has an up to date medical file and Parents are asked to advise the Housemaster/mistress if any circumstances change.

A child may be put 'off ex' if deemed appropriate either by the Sanatorium or the School Matron. Boarder's parents should contact the child's Housemaster/mistress, if it is necessary for a returning boarder to be off ex for a period of time.

Please ensure that the Medical form has been received by school prior to entry.

Eating

Food is very important to all of us and particularly to growing children. There is always a careful line to be drawn between 'snacking' and eating a proper balanced meal and the Catering staff together with the Boarding staff, who eat with the Boarders are aware of this.

Breakfast in both Marshall and Cressbrook House is a relaxed, family style affair and is an opportunity for the Housemaster/mistress to talk to the children and ensure that all is well for the day ahead.

Mon - Fri		
7:15 – 7:30 am	Breakfast	Juice, tea, coffee, cereals, toast, butter, spreads, fruit, smoothies & yogurts
10:45am	Break	Fruit, biscuits, squash or water.
1:15pm	Lunch	Lunch is taken with all day staff and pupils sitting together from years 3 to years 8. A set meal of either a starter and main course or a main course and pudding is provided. A member of staff will head each table and serve the children. A vegetarian option is provided. Grace will be said at the start and the end of each meal.
3:15pm	Break	Fruit, biscuits, water.
5:30pm	Tea	A hot dish and selection of cold meats and salad, followed by pudding and fresh fruit. Water is served at the table.
7:45pm	Supper	Fruit and toast

Weekend Food

A full English breakfast is provided on a Saturday morning in Queens Hall. Weekend Teas are held in house and boarders get the opportunity to discuss what they may like to eat on these days. Following Chapel on a Sunday morning, brunch will be provided in Queens Hall and this will be a choice between a full English breakfast or soup and a roll.

Tuck

Tuck brought in from home is kept in each child's tuck box and is available on one designated tuck night per week and 1 designated weekend night per week.

Birthday Cakes

Birthday cakes may be sent to school, or they can be ordered (home-made) through the Houseparent's with a weeks' notice and this cost will be charged to your bill.

Food Committee

Child representatives from the day school and each boarding house have the opportunity to discuss the provision of food with the Head of School Catering and the Headmaster at a monthly meeting.

Sleeping

Getting enough sleep is very important, particularly when life is as active as it is here at Sedbergh Junior School. Bedtimes and lights out times have been carefully planned to allow children as much free time as possible balanced with appropriate rest.

Buddy System

A well-established boarder of a similar age will be asked to guide the new boarder through the daily routines. In addition to this, the Housemaster/mistress sees new boarders within their first week to answer any questions which may have come up and to find out how they've settled in. At about half term, parents of new Boarders may be invited in to chat about how things are going. Clearly, boarders can talk to anyone at any stage and they do not have to wait for fixed appointments. The same goes for parents.

Getting used to boarding may take a little time and new boarders are given special consideration and care initially and this continues for as long as is necessary.

General Weekday and Weekend Routines

Mornings

Swim Training

Early morning swimming training is available for those selected to represent the swimming squad or those who simply wish to increase their strength and fitness. This is overseen by swim coach Miss Tulloch and occurs every Tuesday and Thursday morning with Land Training on a Friday. Those attending will return to their boarding house for breakfast prior to getting ready for school.

Cross Country

Early morning running is available for those keen to improve their fitness and like the early morning swimmers, the runners will return to their house for breakfast.

Music Practice

Boarders' music practice takes place each day after breakfast and each child will have a designated room to practice in, depending on the instrument that they play. The supervision of music practice is overseen by the Housemaster/mistress with assistance from music teachers and Senior School Music Scholars. Taking up a musical instrument and indeed committing to practising requires personal commitment and encourages the children to take responsibility for their own progress. There is also the opportunity for boarders to complete further practice in the evenings when they return home.

After School

Prep

Prep is completed in one form sessions at the end of the school day and one session after tea. The school session lasts for 40 minutes and the second session last for 45 minutes. Children are supervised by an academic member of staff in both sessions who is available to guide them in their endeavours. iPads and Notebooks are available for use upon request in each room for any research or ICT preps that are set. Those children who may finish their prep prior to the allotted time will be expected to read. Staff have access to a list of the subjects that have been set for Prep, each evening, and check that it is completed to an appropriate standard at the end of each session. Each child's prep is carefully monitored and staff provide support for those who need particular assistance. If boarders feel that they are falling behind then they can speak with the Housemaster/mistress in order to seek appropriate assistance and support.

Evening Activities

Following completion of second prep, boarders will return to their designated houses. Once boarders have changed out of their school clothes and into home clothes an evening activity will commence. A different activity is scheduled for each night and ranges from swimming, fives, and arts and crafts to cooking, debating, board games and many more. These activities are not compulsory and some children may prefer to spend time

in the communal areas or their bedrooms chatting to their friends.

Mobile Phones

Mobile phones are available for the children to use from 7pm onwards once they have returned to the boarding house, until their designated bed time.

General mid-week evening routine

4:55pm	School finishes. Children gather in Baugh classroom for Roll Call. Boarders are escorted to Queen's Hall by the duty staff.
5:15pm	Tea in Queen's Hall
6:00pm	Prep in Cautley and Calf classrooms
7:00pm	Return to boarding house. Roll Call
7:10pm – 7:50pm	Activity (time may vary according to each activity)
7:50pm	Bedtime routines commence (laundry, bath/shower, and reading time)

Year Group	Reading Time	Lights Out
5	8:10pm	8:30pm
6	8:20pm	8:40pm
7	8:50pm	9:10pm
8	9:10pm	9:30pm

General Weekend Routine – Saturday (Y6, 7 & 8)

07:15	Wake up, teeth and tidy and prepare for the day
08:00	Cooked breakfast in Queen's Hall dining room
08:00	Registration and first lesson
13:10	End of morning school
13:15	Lunch

Afternoons will involve fixtures, games or training. If there is no fixture, the afternoon session will finish 16:30pm.

General Weekend Routine – Sunday

08:45	Wake up
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09:00	Breakfast in houses
10:15	Chapel
12:00	Brunch in Queen's Hall
1:00	Activities
17:30	Tea in houses
18:15	Activities / Prepare for following week
7:20	Bed time routine commences

Boarders will go to bed half an hour earlier than their weekday scheduled bed time.

Weekend Activities

Weekend activities will be a mixture of scheduled trips and walks in and around Sedbergh and those further afield. Those activities that cost money will be added onto the school bill. Any trip that is expected to cost over £25 will be agreed with the bill payer first.

Invitations to Boarders at the Weekend

Boarders may only go out with other pupils when their parents and the Houseparent's have given prior consent. Full boarders may go out with parents/family members at any time at the weekend provided Houseparent's have been informed.

Boarding House Bank

A pocket money account is held for each of the Boarders and they can check how much they have spent and how much they have left. Boarders are encouraged to plan their expenditure wisely and, as such, they are not permitted to become 'overdrawn'. Pocket money is used for spending on recreational trips or out and about in Sedbergh. The House staff take an active interest in the sensible management of the Boarders' accounts and monitor spending very carefully whilst encouraging children to understand and learn financial independence and responsibility. Boarders are not advised to bring more than £15 per term.

Possessions, Technology and Media

Whilst boarders are welcome to bring personal items from home, they and their families are asked to bear in mind the following: Technology is an area that is in constant evolution and it is increasingly difficult to monitor a child's access to the World Wide Web, chat rooms and text messaging services. Unfortunately, the word 'Cyber-bullying' has become all too familiar and it is our concern for the safety and happiness of our boarders that has helped form our current policy on technology. Boarders are not permitted access to Social Network sites, chat forums and text messaging services. Boarders are allowed to access the Internet and send and receive emails but this is always supervised and controlled by the school's Internet Security programme. The children learn about all types of e-safety during PSHE lessons and Year 7 and 8 receive specific e-safety sessions.

- Mobile phones are allowed in the house but where possible should not have internet access enabled on their phone.
- No type of games console may be used in the House.
- MP3 players are allowed but must only be loaded with music and stories. Videos and films are not to be added.
- It is not encouraged to bring any valuable equipment into the house.

- All items must be clearly named.

Television

As a rule, there should be sufficient activities organised in the House for the children such that they should rarely feel the necessity to be watching television. However, it is understood that there will be times when some children may need a short period of “down time” and may wish to relax in front of the television. In such circumstances staff will monitor both programme content and viewing time.

- Staff will ensure that television programmes are appropriate for the children viewing them and that DVDs are age appropriate.
- Children are encouraged to watch informative and educational programmes, including National and International news bulletins.

Access to Information through Newspapers and Electronic Media

Boarders are encouraged to access media through the use of ICT and the television. In addition, the Boarding House orders copies of week day and weekend newspapers for delivery to each house.

Clothing and Laundry

The Boarding House Housekeepers will look after the washing and maintenance of clothes and bed linen, however all boarders are asked to take pride in the way they dress and in the care of their uniform and ‘casual’ clothes.

All clothing must be named using name tapes sewn into the garment and parents are asked to look carefully at the clothing list supplied

The House staff help the boarders to maintain a respectable standard of dress and tidiness. All boarders are expected to make their own beds and are encouraged to work on their personal organisation each evening before bed.

Exeats

During each term there are two exeats taken over the weekends at roughly quarter term points. Dates of these are provided in the calendar and during these times the boarders will go home.

Sanctions

During boarding time, sanctions will not be applied. Boarding staff will use their discretion to apply appropriate ‘home style’ sanctions along the lines that if a child has taken something away from our sense of community they should then spend some time doing good for our community.

Continuation or serious problems will, of course, be discussed with parents.

What if Things Go Wrong

At Sedbergh Junior School we are very fortunate in having a large number of adults to whom children and their families may turn if there are issues which need to be addressed or indeed if they have any suggestions. In the Boarding House children's views are sought and respected with regard to any matters relating to their lives within the school, both informally through day to day contact with individual staff and more formally in House meetings.

There may be times when a boarder feels unhappy about being away from home or about something which has happened to her or him. If this arises then the most important thing to stress is that they should seek out an adult with whom they feel they can discuss it. The Housemaster/mistress is always available to talk to children and their families if there are any concerns about general routines or about managing life as a boarder, most of which can be quickly resolved. However, concerns may be of a more serious nature and of course, in such cases, the Headmaster may be consulted. The following guidelines for children are displayed in every child's dormitory and in public areas around the House:

If you are unhappy about any issue, or the way you are treated at school by another child or adult, then you should speak to an adult who you feel you can trust.

You might choose to speak to:

- **Your Parents**
- **The Housemaster/Housemistress**
- **The House Tutor**
- **Your Form Teacher**
- **The Headmaster**
- **Senior Tutor**
- **The School Doctor**
- **The School Nurse**
- **The School Chaplain**

If you would prefer to talk with someone outside the school you could contact:

Our Independent Listener

Canon Robert Weston
015396 21426

Childline (NSPCC)

0800 11 11

Conclusion

The Boarding Houses at Sedbergh Junior School are truly wonderful places full of excitement, enjoyment and purpose shared by staff, children and their families. We are confident that we provide an environment within which boarders and their families can thrive and this can only be achieved by honest and open communication between staff, children and parents.

As a Boarding School we aim to offer the very best care a boarder and his/her family could ask for.

Should you wish to discuss anything further with regard to boarding at Sedbergh Junior School, please do not hesitate to contact us.

Contact Us

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