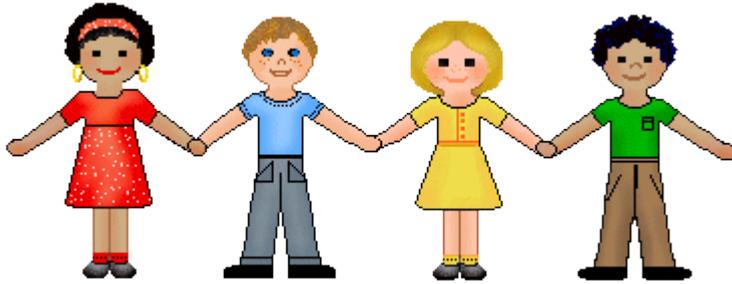


BARNARDISTON HALL Preparatory School

Information for Parents and
Guardians of new Boarders



Welcome to boarding at Barnardiston Hall. We hope that you are going to have a wonderful time with us.

This booklet is designed to answer many of the questions you might have about routines, policies and procedures and we have tried to cover most of the things that you and your son / daughter will want to know about. However, if there is ever anything that you need to know, or if anything is worrying you, please get in touch with us immediately. Mrs Gundersen or Mrs Fuller in the School Office are a good starting point (01440 786316 ext 200 or 208) and, if they are not able to help you themselves, they will be able to direct your question to the right person. Your child's Matron or residential member of staff will also be able to speak to you directly during the evening and they can be contacted by dialling 01440 786316.

For many children, this will be the first time that they have been away from home and they may be experiencing a mixture of excitement and apprehension. This is all quite normal, as is a little bit of home-sickness in the first few weeks. There is no secret to a becoming a and confident and we see ourselves very a team, with you to that your child settles into



child
happy
boarder

much as
working
ensure
quickly
their

new environment. We are here to help.



Boarding Houses

Our boarding houses are divided into girls' and boys' floors. Rooms mainly have between 4 and 6 beds and children have their own set of drawers in which they can keep their clothes. We supply all bedding and so there is no need to supply duvets / pillows or bed linen.



There is a noticeboard area in each room where your child can pin posters of photographs of family and friends. Many of our boarders also bring a teddy or other favourite toy from home.

All electrical items should be handed into the School Office on

the first day of term for safety testing. Any additional items brought into School during the term should also be tested prior to being used in School. We would also ask that these are clearly named with a permanent marker.



Laundry

Children put all items for washing into the laundry baskets which are located throughout the boarding floors and clothing is washed each day. Matrons ensure that children put underwear and School shirts into the laundry daily and other items of uniform and casual clothes are washed as required. Clean washing is returned to children each weekday and Matrons and boarding staff are on hand to help children at all times.



To ensure that clothing is returned to its correct owner, we ask that all items are clearly named with Cash's woven name tapes or a secure iron-on label.

The Daily Routine

Residential members of staff wake children up each weekday morning at about 7.15am when they will wash, dress and make their bed, prior to going to breakfast in the Dining Hall. As at home, we encourage children to keep their



rooms as tidy as possible and we have an excellent team of House Staff who support Matron. After breakfast, children leave for registration at approximately 8.20am.

At morning break-time, boarders may go to the Dining Hall for a drink and snack.



School finishes at 4.30pm each day and all

boarders go to the Dining Hall to have a drink and a biscuit prior to either starting their prep or going to Clubs and Societies.



Supper is served in the Dining Hall at 6.30pm each evening and an additional sitting will be provided for children returning to School later following sports matches. At lunch and supper there is always a hot main meal and dessert and a salad bar alternative with jacket

potatoes. Children are encouraged to try a variety of food and we aim to offer something to tempt everyone. In the evenings, drinks and fruit are available in the Main House Kitchen. Water is available on the boarding floors.

In the evenings, Matron and boarding staff will ensure that showers are taken and that teeth are cleaned prior to children going to bed. Bedtimes change, depending on the time of year but average around 8pm for younger boarders to 9.30pm for seniors.



Medical

Medical assistance is immediately available each morning from our trained first-aiders or our Nursing Sister or from our qualified first-aiders.



We have residential members of staff located on both the Girls' and the Boys' Floors and all boarders are made aware of



www.shutterstock.com · 35628

who to call should they feel unwell during the night. All boarding staff are trained in basic first aid and, in most instances, are able to provide immediate assistance themselves. However, in the case of a child being particularly unwell, Sister Durrant or the School GP, Dr Neville Selby, are readily available to make a house call. In an

emergency, West Suffolk Hospital is some 20 minutes away from the School.



If your child visits the Surgery for a minor ailment (headache, sore throat, cut, graze or cold), Sister Durrant or a first-aider will administer an over-the-counter medicine / first aid but will not necessarily contact home as we consider this to be a 'routine' occurrence. However, if a child is unwell and needs to remain in bed, we will always phone parents or those in 'loco parentis' and will give a full report of the illness, the treatment we are giving and the diagnosis. If the doctor believes that a child



may be unwell for a longer period of time, and if parents / guardians live nearby, they will always be given the choice to take their child home.



We ask parents of boarding children to make appointments for dental and eye tests during the School holidays. However, in the case of an emergency, Sister Durrant will arrange an appointment during term-time.

Keeping in touch

We encourage children to keep in touch regularly with those at home either via a mobile phone or using the School telephone for which they can be given a 4-digit pin number.

Calls made on the School telephone system are added to the end-of-term account and are charged at normal BT rates.

Children are allowed to bring mobile phones into School. However, these must be handed in during the day for safekeeping. Mobile phones may be accessed after supper and returned to their named box prior to bed-time. No mobile phones are to be retained by children overnight to discourage the use of texting / telephoning after 'lights out'. All children are expected to sign a contract with the School which outlines the rules regarding mobile phones and electronic games. Whilst evening routines vary, it is best to ring your child after 8pm.

All boarding children have access to the Computer Room to send / receive emails and they should speak to a member of the

boarding staff to find out when they are able to do this.

All boarders love receiving letters and the occasional parcel and we encourage them to write home. If you would like your child to send letters, please supply stamps together with relevant addresses. Post is collected from the School Office each day.



A problem shared...

We aim to anticipate problems before they arise but this is not always possible and we therefore have a comprehensive support system to ensure that all boarders know where to go to seek help and support. We have posters throughout the boarding floors reminding children who they can speak to and the telephone numbers of Childline are located near to telephones. We also have an independent listener (Mrs Jessop) who can be contacted by phone and who will come into the School to support a child if he/she does not feel able to speak to a member of staff.



For any children who wants to report something anonymously, we have an 'I just wanted to tell you' letter box located by the back entrance door to the boarding house and a child can post a note into this discreetly. We have a central Specialist Learning Support Centre in the School



called 'The Bridge' and children can see the School Counsellor via the Head of The Bridge. Parents can also book their children individually through the School Office.



Our children are very good at supporting one another and experienced boarders will often assist newer and younger children who may be experiencing home-sickness in the early days. Our older boarders are always happy to share their experiences and it is not unusual to find one of our biggest, rugby-playing Form V boys telling a younger child how they also found it difficult initially. Tears are nothing to be ashamed of and it is sometimes the child who is most confident and excited about boarding who may become home-sick and sad in the first few days. As ever, we aim to work with parents in this case and we will often suggest that phone calls home are limited in the first week or so until the child is a little more settled; unfortunately, if a child is feeling home-sick, the sound of a parent's voice is often enough to remind them about how much they are missing them all over again. However, we do encourage parents to telephone either the School Office in the morning or the Matron in the evening. Both will be able to give a full up-to-date progress report on their child and advise on the suitability of telephone contact. As soon as a boarder is settled in, parents can telephone as frequently as they wish.



Complaints

We hope that any complaints you may have will be resolved quickly and informally and a copy of our Complaints Policy can be found in the booklet entitled 'Information for Pupils and their Parents'. Separate information is detailed in our Boarders' Handbook which outlines the complaints procedure for boarders to follow.

All School Policies can be viewed and downloaded on the School Website - www.barnardistonhall.com
Copies can also be obtained from the School Office.

