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WELCOME TO SIBFORD SCHOOL



‘...Be patterns, be examples in all countries, places, islands, nations, wherever you come that your carriage and life may preach among all sorts of people, and to them; then you will come to walk cheerfully over the world, answering that of God in everyone. ‘ (G Fox): 19.32

The Religious Society of Friends (Quakers) founded Sibford School in 1842 as one of the first co-educational boarding schools in the country.

Statement of Boarding Principles

- Developing the whole person
- Being an open and trusting school, boarding is based on mutual respect for all members
- Ensuring that each boarder has the right to be able to work, play and relax free from abuse, intimidation , harassment and teasing
- Ensuring equality of opportunity and respect for all boarders regardless of ethnicity, culture, gender, or disability
- Ensuring that each boarder and each member of staff is treated as an individual , and with respect by other pupils and staff
- Living together, but also acknowledging the right for privacy
- Developing physically, spiritually, intellectually, morally and socially
- Ensuring that links with parents are seen as an indispensable part of the support and development of boarders

PENN HOUSE

The house is named after William Penn (1644-1718), an early influential Quaker and founder of the state of Pennsylvania.

Love is the hardest lesson in Christianity; but, for that reason, it should be most our care to learn it (W Penn): 22.01

MARGARET FELL HOUSE

The house is named after Margaret Fell the partner of George Fox, one of the founding members of the Society of Friends. She was a very influential woman known as; “ The Mother of Quakerism”.

FIELDING HOUSE

This purpose built 6th form house was named after Jonas Fielding, Head of Sibford from 1962-1971. Jonas was a very unique individual with a great awareness of the needs of young people and a real commitment to co-education. His care for the underdog was profound and he gave endless time to those in need.

BOARDING HOUSES AT SIBFORD

<u>HOUSE</u>	<u>AGES/SEX</u>	<u>STAFF</u>	<u>TELEPHONE</u>
Margaret Fell House	11-16 girls	Joyce Scannell Gracia Romano	01295 781 255
Penn House	11-16 boys	Emma Robinson Chris Orr	01295 781 250
Fielding House	6 th form mixed	Claire & Richard Ferley Andy Gloever	01295 781 240

Emergency contact numbers

Health centre: 01295 781 290

Mobile contact for

Doctor's surgery: 01295 780213

Child protection: Maggie Guy 01295 788 727 (H)

NHS direct: 0845 4647 24 hrs a day

BOARDING HOUSE DUTIES

Welcome to life in a boarding school! This booklet is intended to give you a general guideline as to what is expected when you are on duty in a boarding house. However, each house will have their individual rules and routines as appropriate. But remember that you are never alone, senior members of staff are only a phone call away and are always happy to lend their support any time day or night.



Whilst on duty you are the responsible adult who has a duty of care for the welfare and safety of young people, as well as supervising the house routine. It is important that you have a working understanding of the Children Act of 1989 as well as a clear understanding of Child Protection issues and the Boarding Schools National Minimum Standards (1 September 2011) copies in appendix. Please read the information from your induction as well as the staff and student handbook carefully.

On Duty

When on duty you should always be based in the body of the house. It is important that you arrive punctually and end your duty when you are happy that everyone is settled and in bed. This may mean checking rooms several times. Bed times vary from house to house and are age group appropriate.

Non-resident staff would normally hand over the responsibility of the house to the duty resident member of staff at the end of the evening.

It is important for non-resident staff to know the house routine and to feel welcomed. Please show them the toilets, where to make a drink, and how to use the phone.

Staff on duty in the mornings should ensure that pupils are up in time for breakfast and are dressed appropriately for school. Many houses have a common room collect at 7.50am to ensure all are ready for school. You should check that pupils have gone to breakfast and lock the house shortly after 8am. Pupils who need medication should go to the school nurse before eating breakfast.

All boarders must attend all meals – if you have concerns about a boarder’s diet or health discuss this with the school nurse or the caterers. We are able to provide special meals as and when required.

Pupils in the houses should, at all times, know the whereabouts of staff and there should be regular contact with pupils when on duty. House staff should not spend long periods of time in their flats with the door shut.

Pupils should never be in staff accommodation unless you are entertaining a whole group and another school staff member is present.

Your prime responsibility is to ensure a safe and secure environment, generating a happy and caring home from home for all boarders. It is essential to have a sense of humour, use your common sense and enjoy the young people in your care.

Weekend Duties

The community of boarders is much smaller at the weekends and our aim is for it to be a relaxing time with a balance between activities and time to ‘chill out’. Activities are arranged by the activities coordinator for weekends and information is passed on to house staff early in the week for pupils to sign up for outings and to record meal numbers. It is always possible for individual houses to arrange activities as well.

A typical weekend will start with a Friday night outing to a local supermarket in Banbury after tea time. This is often a favourite activity as students can stock up on tuck and personal items. Please be aware that boarders over the age of 18 may try to purchase alcohol or cigarettes so please feel free to check bags if you have concerns. Pupils can also use the sports hall and there is often a badminton activity in the sports hall.

After brunch on Saturday, there is usually a trip out to one of the local areas of interest- Oxford, Stratford upon Avon, and Cheltenham are all popular destinations. Sometimes special trips are arranged to go karting, bowling or to the cinema. The sports hall is open in the afternoon and is supervised by Gaps and a House Parent on an alternating basis. This is optional for 6th form students, but mandatory for other boarders. Activities are recreational sports such as badminton, dodge ball, volleyball etc. The swimming pool is also open for a public swimming session.

Sundays are usually quieter days and pupils can have a sleep in with breakfast available in the houses. The sports hall and swimming pool are open and GAP students will arrange activities. The library is open Sunday evening for internet access and quite working. Times for all weekend activities are posted on the weekend activities sheet.

Some of the catering at the weekend is done in house, but there will always be one hot main meal provided each day, and two meals on Sunday. Students will often cook for themselves as a group – something very popular with our overseas students as a social event.

Travel Arrangements

House staff must book weekly boarders transportation either on the school coach to the train station or by taxi if needed. Most pupils purchase their own train tickets.

Boarders may stay for the weekends in most cases, but we do try to encourage those boarders with reliable guardians to go to them.

Arrangements for half terms and end of terms can be difficult when parents/guardians do not let house staff know what is happening in good time. House Parents hold passports in the house safe.

Never be afraid to question arrangements that you think are not safe or appropriate for our students.

NIGHTTIME EMERGENCY TELEPHONE:

Maggie Guy (Deputy Head /Head of Boarding) – 01295 788 727

Michael Goodwin (Head) – 01295 780 448

NHS direct – 0845 4647 24hrs per day

For serious medical emergencies call 999 first.

If you have any queries please discuss them with senior house staff or Maggie Guy, Child Protection officer/ Head of Boarding.

Behaviour / Living in a Community



As a Quaker school our overall aim is to encourage self-discipline which is based on individual response to the prompting of the conscience. We recognise that this process of development may require a individual support guidance. The central Quaker belief that there is 'That of God in everyone' means, in practice acceptable behaviour must be within the laws/rules as well as protecting the weakest members of the community. (for more detail see the staff handbook)

Staff are expected to act in a professional manner and in a way that supports the Quaker ethos of the school. Wherever possible, sanctions should be designed to be of benefit to the individual and the wider community. It is also recognised that staff are human and therefore fallible. If you feel you have acted in a way which could leave you open to criticism or vulnerable please discuss your concerns as soon as possible with the Head of Boarding for your own protection.










Any matter which has the potential to lead to serious consequences or child protection/safeguarding issues must be discussed with Maggie Guy or the Head immediately.

Possible Sanctions

- ✓ Verbal reprimand and brief discussion of what went wrong, how to put it right and strategies to avoid future problems
- ✓ Early bed time
- ✓ Withdrawal of privileges such as watching TV
- ✓ Reporting to staff at regular intervals
- ✓ Community service – litter clearing, kitchen clear especially if it can be related to the misdeed
- ✓ Gating to the house / house detention
- ✓ House report card
- ✓ Contacting parents
- ✓ **SERIOUS PROBLEMS** – reporting to the Deputy Head/ Head of Boarding

Remember to record any problems in the house diary and on PASS.

Continuing concerns should be raised at Boarding House Parents meetings or at Pastoral Board meetings.

-  All boarders must report in to the member of staff on duty at the end of evening tea by 6.00pm. and be registered on the house names list. Check the house diary for any pupils with permission to be out.
-  Junior boarders, on activity days, are then sent up to activities ready to start by 6.30pm.
-  Junior Boarders must report to the foyer by the school hall ready for their evening activity - when swimming go straight to the pool; house parents to send a note if any boarder has permission to miss an activity.
-  Senior Boarders in all houses may sign out to visit other houses, go to the music school etc. with a general idea of the time they will return. Boarders may only go to the place named on the sign out sheet. If pupils wish to go elsewhere, they must return to the house and speak to house parents first.
-  Failure to sign out is *serious breach of house rules*, and the boarder will face house sanctions.
-  It is essential for the safety of our pupils that all boarders are accounted for at this evening registration. Missing pupils should be reported to senior staff on duty, once the usual checks have been made.
-  Other than 6th form students, all boarders must be back in their houses by 8pm. In the summer this is extended with an 'off-field' time given by house parents.
-  Sixth form students must be back in their house by 9.30pm. for evening collect.
-  Boarders may only visit day pupils' homes with permission from both sets of parents, in writing.

Missing Pupils / Duty of Care



House Parents are responsible for knowing the whereabouts of all the children in their care when on duty in the evenings or at weekends. Pupils must be checked into the house in the evening using the house 'walks' list and noting any flexi-boarders.

Pupils should sign out if:

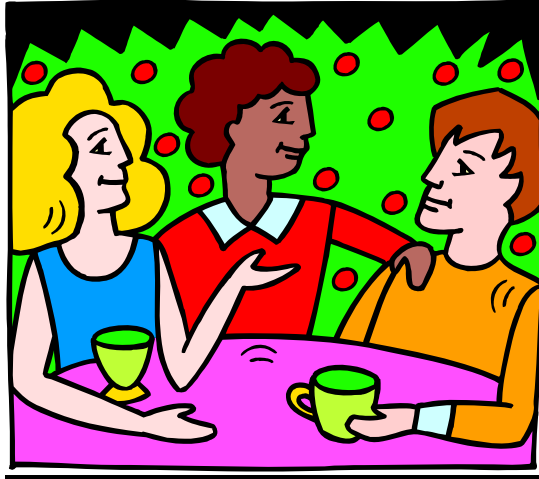
- They are leaving the campus at any time apart from school trips, matches etc.
- Leaving the house for a one off special event when pupils would normally be in the house
- Using the art/music/gym/swimming pool in the evening

If you can not find a pupil and you think you have checked everywhere- always check the bathrooms & bedrooms AGAIN! It is very rare that a pupil decides to run away but it does sometimes happen.

If you are still unsuccessful :

- Check the house diary carefully for notes
- Ask friends but check the information carefully!
- Ring the other houses
- Ring the art/music sports hall or send reliable pupils to check these areas
- If all else fails...notify the senior member of staff on duty

Senior Pupils on Duty



Senior pupils should receive training before starting house duties from senior House Parents, this should include an awareness house rules and child protection issues. Students should **never be left on their own** without support from staff. Helping with duties in the house is an excellent opportunity for pupils to acquire leadership skills. Used well, senior pupils can be an invaluable asset to the smooth running of the boarding house.

If a senior pupil encounters problems regarding discipline they should:

- Avoid confrontation but make the rules clear
- Use gentle verbal reprimand and appeal to the pupil's better nature
- Refer to the member of staff on duty

It is never acceptable for senior pupils to intimidate or bully other pupils, they must be firm but fair and not abuse their position.

Policy for Searching a Pupil's Room/Belongings



When a pupil reports a personal item missing 99% of the time what they actually mean is that they have lost or misplaced an item. A good way for them to start looking is to retrace their steps and ask others, before anyone jumps to conclusions. House collect in the evening is a good time to ask others for their help in locating a missing item. It is important that pupils know that the school will not search their personal belongings without a very valid reason

All valuable items should be named and itemised on the house valuables list. The school does not insure individual pupil's belongings. Missing items should be logged in the house diary. Half terms and end of terms can be times when valuable possessions are vulnerable.

If you genuinely believe that a pupil has stolen goods in their possession, House Parents must follow this procedure:

- Pupils are told what we are looking for and they are present during the search except in very serious circumstances (ie drugs or weapons)
- Pupils have the opportunity to produce the item(s) before the search.
- Two members of staff should be present – preferably a senior member of staff and house staff.
- If the items(s) are discovered during the search the pupil will be asked to identify the item and asked to sign for it.
- A detailed account of events should be recorded as soon as possible and given to the Deputy Head or Head.
- A record of the search should be entered into the house diary.

Remember – do not search a pupil's belongings on your own.



SMOKING REGULATIONS

Sibford School is a smoke free environment and as such complies with legislation that came into effect from 1 July 2007. This applies to all members of the school community. The only area to which this does not apply is private accommodation inhabited by staff.

Students under the age of 18 may not legally purchase cigarettes, but it is our job to remain alert. Pupils may not have smoking materials (lighters, matches, tobacco, rolling papers etc.) in school or in their rooms.

Pupils who are addicted to tobacco may seek help from the school nurse or the school doctor.

Punishments for smoking are clearly stated in the staff and student handbooks. In addition, sixth form students are reminded that even if they are 18 or older they must abide by the recent legislation for smoke free environments, and as such it is a criminal offence to smoke anywhere on campus.

The same rules apply when students are on trips out of school.

DRUGS

This is likely to be one of the most difficult areas for staff to deal with in the boarding house. If you are given any information concerning drug possession or use, or suspect that drugs have been taken by a pupil, you must contact the Deputy Head/Head of Boarding or the Head.

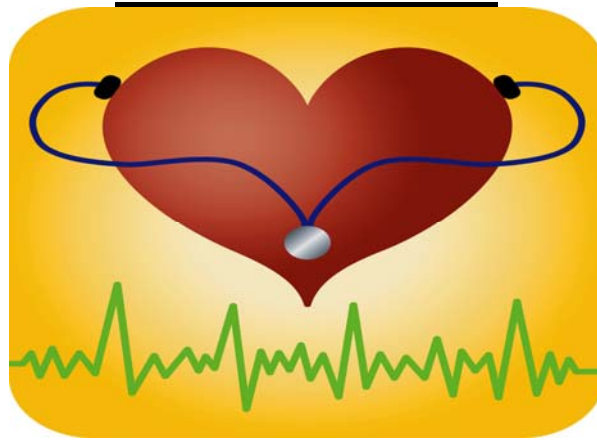
If you suspect a drug overdose phone the emergency medical services first, and then get help from senior staff. Do your best to keep the student awake and try to find out exactly what has been taken and in what quantities. As soon as you are able, make a brief written report of events.

SENIOR STAFF EVENINGS 'ON CALL' / MONDAY ~
THURSDAY

Michael Goodwin and I will share the 'Evening On-Call' during the week. The senior member of staff on weekend duty will start on Friday evening. However, I am all too aware that emergencies do not often happen at a convenient moment. Please feel free to phone me any evening if you have major concerns. In a serious medical emergency it is best to phone the Sibford Surgery/emergency medical services first.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday & weekend</u>
Maggie Guy	Michael Goodwin	Maggie Guy	Michael Goodwin	Senior staff On weekend duty
(H) 01295-788727 (M) 07796-371385)	(H) 01295-780448 (M) 07854 043784	(H) 01295-788727 (M) 07796-371385)	(H) 01295-780448 (M) 07854 043784	

First Aid / Illness



There may be times when basic first aid is required, medical notes for each boarder should be part of their house file. House Parents should see the school nurse if they are unsure about how to support any of the pupils in their care. In each house there is a basic first aid kit for emergencies- this is checked on a regular basis by the school nurse, but be sure to tell her if you are getting low on supplies. Most House Parents are first aid trained; it is strongly advised that you have this qualification.

Houses also have a supply of medical items such as cough medicine, strepsils, paracetamol, savlon and plasters. All medication given to pupils must be recorded in the house medical book. The first aid cupboard should be locked when not in use and only accessed by staff. Pupils should NOT have their own medication unless authorised by senior staff or the school nurse. **Prescription medicines must be locked in the house medicine cabinet and have the original prescription on the bottle.**

In a serious emergency always contact the emergency medical services first and then contact the senior member of staff on duty – the Deputy Head or the Head. Less urgent problems can be checked on NHS direct 0845 4647 24 hrs a day-7 days a week. **Never be afraid of getting a second opinion or support from a senior member of staff at any time day or night.**

Any treatment used or medicines issued must be recorded in the house medical book to include the name, date, time, medication given, the amount and by whom. Child protection issues should be relayed directly to Maggie Guy.

Re: Requests for Flexi-Boarding

We offer places to parents on a first come, first served basis and availability of bed space with an appropriated aged room-mate. The cost is £31.00 per pupil per night, which includes full board.

The following is a list of items that pupils need to bring with them:

- school uniform and PE kit if needed
- casual clothes/shoes/jacket or coat
- swim wear
- toiletries/wash bag
- towels
- pillow and duvet with covers (optional but most like to have their things from home)

We discourage our boarding pupils from bringing expensive/valuable items to school as a matter of course.

Parents/guardians must ensure that house staff are aware of any medical or dietary needs. Any medication needs to be clearly labelled and given directly to an adult.

If you wish to apply for a flexi-boarding place please complete the information below and return it to school (by post or email) before the dates your child is due to board.

Bags can be left in the boarding house by arrangement before 8.10 am or in the Reception office.

We hope your child will enjoy their “sleep over” with us. House staff are usually the first port of call if you need general information, but please feel free to contact me directly if you have any queries or concerns (01295 781223 or alternatively mguy@sibfordschool.co.uk).

Maggie Guy
(Deputy Head/Head of Boarding)

Request for Flexi-Boarding

Parent's name:

Pupil's name: Tutor:

Emergency contact numbers:

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Dates to stay:

When parents will collect

Medical or dietary information:

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