



Boarder's Handbook 2023/2024



Introduction

Beechen Cliff has a boarding house which houses up to 32 full time boarders with a small number of pupils who board 1-2 nights per week as part of their training and education programme with Southampton Football Club.

Boarders are Beechen Cliff pupils and therefore the School Vision and Behaviour Policy apply to boarding pupils as they do to all pupils at Beechen Cliff. In line with the day school, there is a zero tolerance approach to bullying and harassment of any kind.



Our Boarding Principles

Boarders are expected to uphold the Core Values of the School at all times. 'Our Boarding Principles' is signed by all boarding pupils and staff, and is in line with the Beechen Cliff Charter and our School Vision.

Our school vision is to enable our pupils and students to achieve their aspirations and become well-rounded, confident and compassionate individuals who go on to live fulfilled lives and make a positive contribution to society.

Compassion and Respect Charter

Positive behaviour is promoted amongst boarders as it is for all pupils in the school. In addition, the Compassion and Respect Charter is reviewed annually and identifies key behaviours that pupils agree to uphold in the boarding house to ensure every boarder feels respected whilst boarding at the school. The agreed behaviours are:

- Be kind
- Every voice is heard
- Take an interest in others
- Celebrate our differences
- Call it out - speak to a member of staff

All boarding pupils will sign the Pledge of Respect with their tutor group. A copy of the Pledge Of Respect is displayed in the boarding house.

Evening and weekend discipline

When boarding pupils are in the boarding house, they are at 'home'. It is important that boarding pupils interact with staff and other boarding pupils appropriately. Every student should endeavour to embody the Core Values in how they engage with others. Where behaviour is not appropriate, Boarding staff will sanction behaviour accordingly.

Anti-Bullying

The school has a zero tolerance approach to bullying and follows the Trust Anti-Bullying Policy. Given boarders live on the school site additional procedures are in place as referred to in the policy. These are:

- Additional victim support from House Parents/Head of Boarding as in loco parentis - this may involve use of mentoring.
- Sanctions for perpetrator - likely to involve removing of the rewards outlined above.
- If victim and perpetrator both in boarding complete restorative work in the boarding house.

Support

We want to ensure all Boarding pupils feel supported in the house. We have a Pastoral Wall in the house that displays important information. Boarding pupils can also seek support from the following sources in school:

- Tutor in school
- Houseparents outside of school
- Solution focussed councillors
- Off the record - listening service in school
- Independent person (visits three times per year)
- Childline
- Children's Commissioner
- Information of who to call if the Houseparent falls ill.

Meet the Boarding Team



Mr Abbott
Head Of Boarding



Ms Adams
Boarding Housekeeper



Mr King
Houseparent



Miss Moorhead
Houseparent



Miss Hedger
Assistant Houseparent



Mr Dawson-Shepherd
Assistant Houseparent



Mr Wall
Assistant Houseparent

The Boarding Week

Monday - Friday

7.20am Wake up
8.00am Morning briefing and Breakfast
8.25am - 3.15pm School day
3.30pm Activities, clubs and sports
5.45pm Evening Briefing and Dinner
6.15pm Prep starts
7.30pm (onwards) Free time
Bedtimes dependent on age

Saturday

8.30am Breakfast in the refectory
9.00am House reset
10.00am - 12.00pm Sports in the Barn

Saturday is more relaxed due to fixtures, meeting friends, etc.

5.45pm Evening briefing and Dinner
Evening - games, movie nights, sleepovers etc

Sunday

Lie in
10.00am Brunch in the refectory
11.00am - 1.00pm Sports
Afternoon - Activities / Trip of the term
5.45pm Evening briefing and Dinner



During meals we ask that all boarding pupils keep their phones away. We as a boarding house want to encourage conversations between all members of our boarding family and meal times are the perfect opportunities to check in with each other.

We also ask that you wait until everyone at your table has finished their meal before you leave the table.

Roomings

Boarding accommodation is purpose built – all rooms have self-contained toilet and washing facilities. All boarders share rooms (provided they do not pose a known risk) and pairings are carefully considered. Boarders are encouraged to discuss rooming issues with members of staff and rooming combinations are adjusted as necessary throughout the year.

Possessions

Boarders' laundry is carried out by the boarding housekeeper. The boarding house has a designated laundry facility where all laundry is carried out. Boarders may use this facility if requested. Boarders' laundry is issued back to the correct boarder after laundry by the boarding housekeeper.

Boarders are able to purchase personal items from local shops located close to the school. The school library sells items of stationary during the day.

The boarding house is very secure and can only be accessed by boarding students and staff. Doors to the boarding house and wing doors are automatically locked when shut and require a PIN code to get into. Each boarder has their own 'locker' in their bedroom which is fixed to the wall. Such lockers are key operated.

Meal Times

In our boarding house meals are provided by the staff in our refectory. These are all freshly prepared in house and we aim to offer a wide range of meals over the course of our 4 week menu.

Breakfast on weekdays and Sundays consists of a selection of cereals as well as a cooked breakfast. On a Saturday we offer a continental breakfast with pastries, meats, cheeses and fruit.

Lunch during the week will be available to all boarding pupils the same as day school pupils. Each boarding pupil will be provided with a main meal or panini, a drink and a dessert. Any extras can be purchased separately. The school refectory is also open during break times for all pupils to use during their designated time.

Lunch at the weekend is cooked in house. The house parent on duty will assist with this. We commonly use this time to encourage boarding pupils to help with cooking new recipes and working together to feed those in house.

Evening meals work on a 4 week menu created by our school chef. Once a week we have a chef's choice meal where something a little different will be provided. Alongside this we also have a wild card evening where boarding pupils are invited to make a meal suggestion for the whole house to enjoy.

Kitchen Rules



We have our own kitchen inside the boarding house. All boarding pupils are expected to ask the member of staff on duty to use the kitchen. We ask that boarding pupils leave the kitchen clean and tidy.

We have several fridges and freezers for Boarding pupils to store their food.

Left fridge - Communal items

Middle fridge - Year 7-11

Right fridge - Sixth Form.

Prep Time

Prep for Years 7-11 **starts** at 6.15pm. This takes place in the Sixth Form common room. All boarding pupils (Year 7-11) must have a reading book in line with the school Book in Bag Policy. It is important that all boarding pupils are ready and prepared for prep sessions - laptops charged, planners out (Years 7, 8 and 9).

Sixth Form Prep is completed when and how you wish to - provided you stay up to date.

- For A Levels, all students are given 4 hours of study per subject outside of lessons. Teachers should help direct you on how to best use this time.
- For Level 3 - be proactive, ask your teachers what you can do to get ahead outside of lessons.

For sporting fixtures 'be ready' - Consider what work are you going to miss? Can you ask for work to be put on Google Classroom? Always consider how you can 'be your best' and ensure you do not fall behind in other studies.

Mentoring

Mentoring is an opportunity to reflect on what is going well both in day school and in the boarding house. Having a mentoring session is a great opportunity to identify areas to develop and decide on how you can do this.

You can speak to any member of staff at Beechen Cliff if something is worrying you.

As a boarding team we have a wealth of knowledge from dealing with homesickness to health and fitness, UCAS applications to how to write a great CV. Boarding pupils will be able to choose which member of staff they wish to have their mentoring session with.

Speak to Mr King to arrange a mentoring session.

Role Models



A role model system operates in the boarding house and is awarded weekly. Boarding pupils in Years 7-11 can be awarded 'Junior Role Model' and Sixth Form students can be awarded 'Senior Role Model' status.

Houseparents note positive behaviour in their email handover to other boarding staff. The behaviours of a boarding pupil in the previous week informs whether or not that pupil has role model status for the following week. Role model status is awarded to a pupil if their behaviour consistently upholds the Core Values of the School. Role models are rewarded with:

	Reward
Junior Role Model	<ul style="list-style-type: none"> ● May keep electronics overnight on a Friday and Saturday. ● May have weekend 'sleepovers'. ● May discuss curfews with staff (and parental permission).
Senior Role Model	<ul style="list-style-type: none"> ● May leave the school site with permission after 7.00pm in the week. ● May have the occasional takeaway delivered

	<p>to the boarding house.</p> <ul style="list-style-type: none"> • May discuss extended curfews with the Head of Boarding • One lie in per week, on non-tutor/assembly days.
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Electronics

Boarding pupils are welcome to bring phones and laptops to the boarding house. Laptops are essential for prep work for all year groups.

Boarding pupils in Years 7-11 will hand in electronics 30 mins before their room time.

It is really important that you can contact home and speak to family and friends when you need to. With this in mind, plan for handing your phone in 30 minutes before room time. If you are missing home, speak to a member of staff, they will help you.

Junior role models will be allowed to keep their phones on Friday and Saturday night as a reward for showing the Core Values throughout the week.

Curfews

Year	Weekday	Weekend
7 + 8	N/A	Return for house dinner
9 + 10	N/A	7.30pm*
11	Discuss with staff	9.00pm*
12	9.30pm*	10.30pm
13	10.00pm*	11.00pm

*Conditional on Senior Role Model Status.

There may be exceptions to the above - discuss with Mr Abbott in advance.

Timings

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Year	Electronic Hand in	Room time	Lights out
8 and 9	9.00	9.30	10.00
10 and 11	10.00	10.30	11.00
12	-	10.30	-
13	-	-	-

Free Time Activities

During allocated free time boarding pupils will have access to the school grounds and therefore access to the rugby pitch (weather depending), the 3G and Astro Pitches (when not in use by internal or external bookings) and the football cage.

Boarding pupils will also have access to the TV, books and a selection of board games all located in the common room. Boarding pupils are also welcome to use their electronics during these free time periods.

There is an expectation that boarder's conduct is impeccable around the school site.

Securing Boarder's Views

Boarders take a boarding questionnaire in Terms 2 and 4. The questionnaire allows boarding staff to capture the positive experiences that boarders have and identify areas which can be improved.

Following questionnaire feedback, results are shared including plans of how the school plans to improve experiences.

Boarders are reminded at briefings that they can speak to the members of staff present should they wish to.

Concerns raised at morning or evening briefing are taken seriously and acted on where possible.

Complaints

If a Boarding pupil has a concern they should speak to a member of the Boarding Team.

Boarders may raise more formal complaints by emailing Mr Markall at:

Headteacher@beechencliff.org.uk

Lockdown Procedure

If the boarding house enters a lockdown situation a claxon will be sounded. On hearing this claxon all boarders must barricade themselves safely in their room. They should close their windows and draw their curtains closed. If the claxon sounds and a boarding pupil is not in the house they must either enter the boarding house if safe and close enough to do so or **Run, Tell, Hide** in line with the government advice.

Evacuating the boarding house

In the event that the premises need to be evacuated:

- You will hear the fire alarm go off.
- Go to 'the cage' to be registered as normal.
- You will then be moved to the Refectory where it is warm and we can get food and drinks. We may not be able to return to the house for some time.
- If we cannot get back into the house for some time, Mr Abbott, Mr Ambrose and Mr Markall will arrive to help contact parents - you may need to be picked up.

Fire Alarm

When a fire alarm is heard in the boarding house all pupils must vacate the building via the nearest exit. All Pupils must make their way to the football cage, line up along the back and have a register taken by the Houseparent on duty. Leave all possessions behind. In the instance that an alarm sounds in poor weather conditions pupils will then be taken into the Silent Study area to await further instruction from the Fire Brigade.

Security and repairs

All boarding doors are pin coded. There is an expectation that you do not share codes outside of our boarding community. You should take care not to be overseen entering the code into the boarding house doors. If you suspect there is an intruder on the school site or feel unsafe for any reason, you should tell a member of staff immediately.

If something in your room is broken or needs repairing, report it to the member of staff on duty immediately.

Laundry

It is important that you learn many life skills when boarding - laundry is one of them. Ask a member of staff to use the laundry room. The member of staff on duty will help if you need it - you may be unsure of the correct setting for example.

Your bedding is sent off once per week to be hot washed, please strip your bed on a Wednesday morning. It is really important (and your responsibility) that you always have bedding on your bed.

Feel free to ask for help making your bed if you need to.

