



ORWELL PARK SCHOOL

PARENTS' GUIDE TO BOARDING



ORWELL PARK BOARDING

We have several different types of boarding at Orwell Park! There are three main types:

- Full (seven nights a week)
- Weekly (five or six nights a week)
- Flexi (from one to four nights a week)

At the end of the previous term, a letter is sent to all parents asking if you would like your child to board. You then need to fill in the Google form by a given deadline.

Parents are asked to select boarding nights prior to the end of the previous term as these are billed in advance. Any questions on this should be directed to Mark Middleton, Head of Boarding or Afiah Ntiri Akuffo, Head of Girls' Boarding.

THINKING ABOUT BOARDING

The following things should be taken into account when thinking about your child's boarding needs:

- Year 3s don't board on Friday nights as there is no Saturday school for them.
- If you wish your child to board on a Friday night, they need to do at least one other night in the week as well.
- Tuesdays, Thursdays and Fridays are our busiest nights. Mondays and Wednesdays tend to be quieter. Different children prefer different nights and some prefer the contrast between nights!
- Once nights are chosen, your child will have their own bed for those nights.



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BOARDING STAFF



Staff are easily contactable. Email is often best.

Head of Boarding: Mark Middleton
(markmiddleton@orwellpark.org)

Head of Girls' Boarding: Afiah Ntiri-Akuffo
(afiahtiriakuffo@orwellpark.org)



School Nurse: Mary Rawson
(schoolnurse@orwellpark.org)

Houseparents:
Shelagh Stacey / Kate Lean / Krystel Barrado
(houseparents@orwellpark.org)

There are several other staff that work in the boarding houses on various nights. These are:

Matrons:

Hayley Constable, Bea Morgan, Rosita Nicolls

Boarding Tutors:

Caroline Brunt (Head of Life Skills)
Alex Brunt (Director of Sport)
Helen Carrington (Head of Middle School)
Max Carrington (DT & Activities)
Joe Earley (Head of DT)
David Horton (Head of Digital Skills)
Kerry Horton (Head of English)
Ruth Mann (Head of History)
Adam Mansfield (Head of Cricket)
Gap Assistants



WHAT TO BRING

ALL BOARDERS

All personal items and school uniform must be clearly named/labelled; only sewn-in labels for clothing are acceptable (not iron on).

Packing List

	<u>Flexi-boarders</u>	<u>Weekly boarders</u>	<u>Full boarders</u>
• Pyjamas	1 pair	2 pairs	2 pairs
• Dressing gown	1	1	1
• Slippers (hard soles)	1 pair	1 pair	1 pair
• Towels	1	2	2
• Clean underwear/socks (boys-grey, girls - navy/white)/tights	1 pair of each	5 pairs	7 pairs
• Uniform	1 clean full set	3 full sets	3 full sets
• Wash Bag			
– toothbrush, toothpaste, comb/brush, shower gel, shampoo, roll on deodorant			
• Reading book			
• Small Teddy			
• Water bottle			

We recommend that your child's dressing gown, slippers, towel and wash bag remain in school for the term. All medication must be handed to the School Nurse or Houseparents and not remain in boarding bags. No food or snacks are allowed in boarding bags.

BEDDING

Bedding is provided by the school but we are more than happy for children to bring their own bedding (as long as it is named!). If this is the case, two sets are preferable for when bed changes occur. Having their own bedding often helps the children feel that their bed is their special area.

POSTERS / PHOTOS

We really encourage the children to bring in a couple of posters or photos to decorate their area. Again this makes their area more homely!



WHAT TO BRING

FULL BOARDERS ADDITIONAL ITEMS

All personal items and school uniform must be clearly named/labelled; only sewn-in labels for clothing are acceptable (not iron on).

As well as the requirements given on the uniform list, we ask full boarders to have a couple of sets of home clothing for the weekends:

- One smart set (chinos or smart jeans, shirt or polo shirt etc.)
- One set of older clothes
- One casual set (tracksuit or similar & a hoodie)
- One warm, waterproof coat

These are then washed and ready for the following weekend. Washing is part of the daily routine and belongings are returned to the boarders within a day or two.

Boarders should also have a home coat suitable for the season and one or two extra pairs of shoes/boots. They may use their school coat if they prefer (including hats and gloves as required).

No food items, sweets or treats are allowed. School provides all necessary meals and treats for the boarders as appropriate. Hairdryers are provided on the girls' floor.

VALUABLES

No valuable items, smartwatches or gaming devices should be brought into school. Pocket money is controlled via the school accounts, a small amount is charged at the beginning of each term and distributed as needed, (approx. £35.00 per term). Any remaining money is refunded at the end of term. An empty wallet/purse would be advisable. No cash is required to be brought into school.

LUGGAGE

Full boarders should arrive with only one medium/large suitcase and a smaller rucksack style bag for day trips out. In addition, they need one small, packed case ready to go for exets and half terms with at least 3 full sets of clothing.

MEDICATION

All medication must be handed to the School Nurse or Houseparents and not remain in boarding bags. No food or snacks are allowed in boarding bags.

EVENING ROUTINE

YEARS 3 AND 4

5.15 – 5.45pm	Tea
5.45 – 6.30pm	Activities
6.35pm	Go up to the Boarding House shower and change Free time in the Common Room
7.30pm	Grub Water, Loo, Teeth, Story Time
8.15pm	Lights Out

YEARS 5 AND 6

5.15pm	Tea & Activities (Year 5)
5.15pm	Prep, then Tea (Year 6)
6.45pm	Evening Registration
7pm	Activities
7.30pm	Grub, then to the Boarding House shower and change Free time in the Common Room Story Time
8.45pm	Lights Out

YEARS 7 AND 8

5.15 – 6.15pm	Prep
6.15 – 6.45pm	Tea and Free time
6.45pm	Evening Registration
7pm	Activities
7.50pm	Grub
8pm	Go up to the Boarding House shower and change Free time in the Common Room
9pm	Reading Time
9.15pm	Lights Out





FULL BOARDING & WEEKENDS

We have a wide range of full and weekly boarders at Orwell Park. Weekends are fun times when boarders can just relax in the boarding house, play outside and chat with friends or take part in the wide variety of trips and activities that take place throughout the term. These range from climbing, sailing and swimming to shopping, visits to the zoo and walks along the seaside.

At the weekends, boarders are allowed to be themselves. They have plenty of time and opportunities for communications home but we always try hard to make sure that they have special activities and trips laid on as something to look forward to during the week!

We ask that boarders know their plans by Thursday morning when we do 'INS and OUTS' so that we can book tickets, prepare catering numbers etc. Full boarders often get invited out too by their friends. Parents can give blanket permission for this to the Head of Boarding. Otherwise the Head of Boarding or Head of Girls' boarding will contact you when your child is invited out, giving details of the family and asking your permission.



Long Weekends and School Holidays Travel Arrangements

Guardians

We require all full boarders to have a UK guardian who will be called upon to look after your son or daughter for Long weekends and school holidays unless you have made other arrangements. This can be a family member or a professional guardian company.

We have an excellent relationship with the following:

Belgravia Guardians
Bright World Guardianship
Cambridge Guardians

You can also find an exhaustive list on the Aegis Website:
<https://aegisuk.net>

Important Dates to Remember

Autumn Term

Term begins: Wednesday 6th September 2023

New boarders; 3pm

OR

Returning boarders; at 7pm if not participating in pre-season

Long Weekend begins: Friday 29th September at 3:45pm

Long Weekend ends: Monday 2nd October at 7pm

Half term begins: Friday 20th October at 3:45pm

Half term ends: Sunday 5th November at 7pm

Long Weekend begins: Thursday 23rd November at 3:45pm

Long Weekend ends: Sunday 26th November at 7pm

Term ends: Wednesday 13th December 12 noon

Please can we ask you to organise and communicate your travel arrangements with us for the upcoming Long Weekends, Half terms and End of term by Monday 11 September.

We understand if these plans change during the term, please inform us as soon as possible of any changes.

Children should have been fed their main meal before returning to school, although we do have grub - cereal, toast and fruit - before bed. The school gates open at 7pm and are locked at 8pm.

Other Useful Information

HYGIENE

We take the hygiene of boarders very seriously. Each child will shower every evening and may shower in the morning too, should they wish. Before bed, children are reminded to brush their teeth, go to the loo and get water if they would like. There is a laundry basket where they can 'chuck out' their dirty clothes every night. Hair wash is expected to be done on certain nights for weekly or full boarders, although if any child looks like they need to wash their hair, we will make sure they do!



BOARDERS' SHOP

There is a boarders' shop run by the Houseparents which has toothpaste, shampoo, hair bands, sanitary towels etc. With your permission, children can buy things that they have run out of and this will be added to the end of term bill.

SECURITY

Having all the Dorms within the Mansion block enables a high level of night-time security, with all external and internal doors locked electronically. There are four staff residences around the Boarding House, and pupils can attract staff attention and help during the night.



TASTER NIGHTS

Taster nights offer children (and parents!) the opportunity to have a go at boarding. If and when the opportunity arises, we do formal taster nights for Years 3 & 4 and choose a particular night in the year for a big group of them to come in and sample boarding. We also offer individual taster nights for older children who think that they would like to have a go at boarding. These can be arranged through the Head of Boarding or Head of Girls' Boarding:

(markmiddleton@orwellpark.org or afiahtiriakuffo@orwellpark.org).

BEHAVIOUR, REWARDS AND SANCTIONS

EXPECTED BEHAVIOUR

We set very high expectations for behaviour in the Boarding Houses, as across the school. Children are treated fairly and we impress upon them the importance of thinking of others, looking after themselves and being a valued member of the community.



REWARDS for good behaviour include:

- Star of the Week (decided by Boarding Leaders)
- Boarder of the Week (decided by Boarding Staff)
- Boarding Points
- Boarding Points winners' party
- Positions of responsibility for Year 8

SANCTIONS for poor behaviour escalate as follows:

1. Verbal Warning
2. Loss of a privilege
3. Break loss (20 minute loss of time at break)
4. Detention (1 hour) (Parents informed)
5. Temporary exclusion from boarding
6. Permanent exclusion from boarding

We use the following set of six simple rules in the Boarding Houses:

In this Boarding House we will all:

1. BE INCLUSIVE AND CONSIDERATE OF EVERYONE
2. BE POLITE, KIND AND HELPFUL TO EVERYONE
3. RESPECT THE PROPERTY OF OTHERS AND THE SCHOOL
4. LISTEN TO THE BOARDING STAFF AND MATRONS
5. BE QUIET DURING READING TIME AND AFTER LIGHTS OUT
6. KEEP MY DORM AND MYSELF CLEAN AND TIDY



GRUB

After activities, children have grub and then return to the boarding houses. Children can fill up on bread or toast with spreads, cereals and fruit. There is also water, squash and milk to drink. Often there are teacakes or crumpets too.

SLEEP! SLEEP! SLEEP!

It is of paramount importance to us that your children get enough sleep: to support their health, to support a very busy day, and to give strength during stressful times such as school exams. The design and layout of the Dorms reflects this, as does the routine. Adhering to the bedtime routine, including reading, helps establish regular sleep patterns, and the children learn consideration for others by not moving around or making a noise early in the morning.

COMMUNICATION

There are many different ways to communicate with your child when they are boarding. Full boarders are entitled to bring in a mobile phone for communication with family. However, all forms of social media (Snapchat, Facebook, Instagram etc.) are not allowed to be used when at school. Your child will be asked to sign our phone contract (below) agreeing to follow the use of mobile phones in boarding. Internet phones are provided for all to use and do not incur any charge for the boarders. Time is limited to ensure all who want to use the phone have the opportunity.

However, please do remember if they occasionally forget to call, it probably means they are having a great time in the dorms with their friends!

Useful numbers:

Girls' Internet phone: 01473 480407

Boys' Internet phone: 01473 480406

School number: 01473 659225

Houseparents: 07939 598062

feel free to text the houseparents if any shopping of a sensitive nature is required

Head of Boarding: 07375 295512 – in emergencies

Please note the times to call
(longer is allowed on
Wednesdays and weekends):

Year 3 & 4: 7 pm - 7.15pm

Year 5 & 6: 8 pm - 8.15pm

Year 7 & 8: 8.20pm - 8.35pm

Orwell Park Mobile Phone Contract

Agreement for use of mobiles phones in the Boarding House

At Orwell Park, boarders who regularly board at least four nights in a row are entitled to have a mobile phone in the boarding house. In order to ensure the safe use and storage of these phones, the following agreement is made between pupils and the school:

I understand that:

- having and using a mobile phone is a privilege, and this privilege can be removed at any time, in accordance with the Boarding House sanctions;
- the phone is kept in the boarding office outside times of use;
- I must seek permission before I take my phone;
- phones can be used only in specific areas: on the boys' floor this is the main staircase and corridor immediately outside the boarding office, and on the girls' floor this is on the main corridor;
- the phone should be connected to the internet via the school's Boarding Wifi, not mobile data;
- the phone is to be used for contacting home primarily, and time will be allowed for other activities on Wednesdays and weekends;
- social media apps (e.g. Snapchat, Twitch, Discord, Instagram, TikTok, Twitter, Facebook and any emerging social media apps - check if you are not sure) are not allowed in school at any time;
- gaming apps that connect online with people outside the school building are not allowed (you can play on a private server with friends in the boarding house);
- video streaming apps (e.g. Youtube) are not allowed except, on Wednesdays and weekends, with specific permission from a member of boarding staff;
- inappropriate language will not be used in written or spoken content;
- gaming is not allowed on Mondays, Tuesdays, Thursdays and Fridays;
- photos must never be taken of anyone at any time.

Using a mobile phone is a privilege and, as such, we are entrusting you to use it without breaking the rules we have laid out here. Should the rules be broken, you will be instantly banned for a set period of time and your device will be withheld.

You will still be able to contact home using the Boarding House internet phone.

I, _____ understand the rules above and sign here to agree to follow them.

Signed: _____ Date: _____



OUR BOARDING PRINCIPLE

The experience of a boarder at Orwell Park School seeks to develop the whole pupil, enabling them to develop confidence, independence, and an inclusive community spirit. In line with our whole school principles, we offer pupils facilities and activities which enhance social skills, cultural awareness, and respect for others. In an environment which celebrates the differences between pupils, the key life skills of resilience, self-motivation and responsibility are absorbed and developed.

In order to give full effect to these principles, pupils are cared for by a team of qualified, experienced and dedicated professionals. Their collective aim is to maintain a boarding house in which your child will be healthy, happy, well-fed and well-rested. Our stimulating environment will aim to develop physical and emotional strength, as well as the opportunity to create enduring friendships, and thrive academically throughout the year.

DO GET IN TOUCH WITH ANY FURTHER QUESTIONS.

July 2023

