



ORWELL PARK SCHOOL

# PUPILS' GUIDE TO BOARDING



Welcome to Orwell Park's Pupils' Guide to Boarding. Hopefully, you will find all the information you need in here. If you have any further questions, you can ask when you see us, look at the school website or email [markmiddleton@orwellpark.org](mailto:markmiddleton@orwellpark.org)





# 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 all children 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.

# Meet The Staff



**MR MIDDLETON  
HEAD OF BOARDING /  
HEAD OF BOYS' BOARDING**



**MISS NTIRI-AKUFFO  
(MISS A)  
HEAD OF GIRLS' BOARDING**

**MISS MANN**

**MR EARLEY**

**MR CARRINGTON**

**MR BRUNT**

**MRS BRUNT**

**MR MANSFIELD**

**MR HORTON**

**MRS HORTON**

**MRS CARRINGTON**

**GAP ASSISTANTS**

# Houseparents



Mrs Stacey



Mrs Lean



Mrs Barrado

**The Houseparents help in the boarding house every evening and are available through the night if you have a problem. You might see some of them in some of the activities that are offered in the evenings!**

# Matrons



Mrs Constable



Mrs Morgan



Mrs Nicolls

**The Matrons help you in a variety of ways: looking after you if you feel unwell; organising your belongings; washing your clothing; being a friendly face to turn to with any problems, just to name a few!**

# The Evening Routine

Year Groups	Up to the Boarding House	Shower	Silent Reading	Lights out
3 & 4	6:30pm	PJs	7:50pm	8.15pm
5 & 6	7:45pm	Grub	8:30pm	8:45pm
7 & 8	8pm	Common Room	9pm	9:15pm



# The Evening Activities

There are many wonderful activities you can do. Have a look to see some of the options below.



# Boarding Rewards



**Star of the week**  
Decided by Boarding Leaders

**Boarder of the week**  
Decided by Boarding Staff



**Boarding Points**  
Awarded by Staff

**Boarding Points  
Winners' Party**



**Responsibilities  
for Year 8**





# Boarding Sanctions

## Sanctions in the Boarding House



**VERBAL  
REMINDER**

**LOSS OF A  
PRIVILEGE**

**BREAK LOSS**

**FORMAL DETENTION**

**TEMPORARY EXCLUSION  
FROM BOARDING**

**PERMANENT EXCLUSION  
FROM BOARDING**



# At bedtime!

**Before lights out, you are reminded to brush your teeth, go to the loo and fill up your water bottle (if you like to have water at night)**

**Get into bed and relax reading your reading book**

**At lights out, it's time to settle down to some good quality sleep**

**Sleep is really important as you need to be fresh and ready for the next day!**



# What do I do if I need help in the night?

**Get up quietly and go to the Blue Bell**

**Ring the bell and wait**

**A friendly houseparent will answer your call and help you**



# What do I need to pack?

## **Everyone needs:**

- **Pyjamas**
- **Hard-soled Slippers (make sure they have a back)**
- **Dressing gown**
- **Towel**
- **A wash bag containing;**
  - **Shower Gel, Shampoo & Conditioner**
  - **Roll-on deodorant**
  - **Toothbrush & Toothpaste**
  - **Comb or Hairbrush**
- **Small water bottle**
- **Clean underwear and socks**
- **Spare uniform**
- **No more than 2 small cuddly toys**
- **A reading book**
- **Small photos & posters to decorate your bed space**

## **Full boarders also need:**

- **Extra pair of pyjamas**
- **Spare towel**
- **At least 7 pairs of underwear and socks**
- **One pair of smart/casual trousers or chinos**
- **A smart top, polo shirt or shirt**
- **A smart jumper**
- **Two pairs of tracksuit-style bottoms**
- **Two T-shirts**
- **A Hoodie**
- **A warm, waterproof coat**

**You may also bring a mobile phone**

**All packed in a small/medium bag or suitcase**

# The A-Z of Boarding at Orwell Park



## Activities

Every evening, there is a good selection of activities on offer. After registration at 6.30pm, you can choose which activity you would like to do.

## Bathrooms

There are main shower and washbasin areas for you to use and plenty of toilets around the boarding house. You will be shown these on your arrival.



## Boarders' Forum

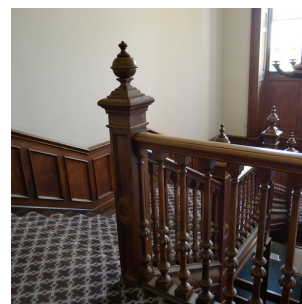
This is attended by a couple of boarders from each year group two or three times a year. With the boarding staff, we discuss things that you would like to change or improve and come up with new ideas for the boarding houses.

## Boarder of the Week

This award is given out weekly to one boy and one girl. It is normally given to someone that has behaved brilliantly or been particularly helpful.

## Boarding Points

These are given out to pupils for good behaviour and helpfulness around the boarding house. At the end of each term, the children with the most boarding points (BPs) win a prize – normally a trip to Pizza Hut or a pool party in the summer!



## Bullying

Bullying is the intentional, repetitive or persistent hurting of one person by another. We do not accept bullying behaviour in any form and it is treated very seriously. Measures are put in place to help individuals deal with these situations in a positive way. Should you feel you are being bullied, you should seek help from a member of staff straight away.





### **Common Rooms**

**Both the boys and girls have lovely Common Rooms where they can relax in the evenings. There are televisions, books and board games to entertain you. We even have a games room!**

### **Communication Home**

**Internet phones are available for calls when necessary in both boarding houses**

**Letters from family and friends are delivered to the school most days. Tutor time is a good opportunity for you to write letters back!**

**Emailing is also a popular way to keep in contact with home and friends. Every child has the opportunity to have an email address and this can be set up when you first arrive at school. This is something your peer guardian can help you to do.**

**For Full Boarders, Mobile phones are allowed and they can also use Facetime and WhatsApp to keep in touch. We have a phone contract to help you understand the rules.**

**Ask about these things if you are unsure!**

### **Discos**

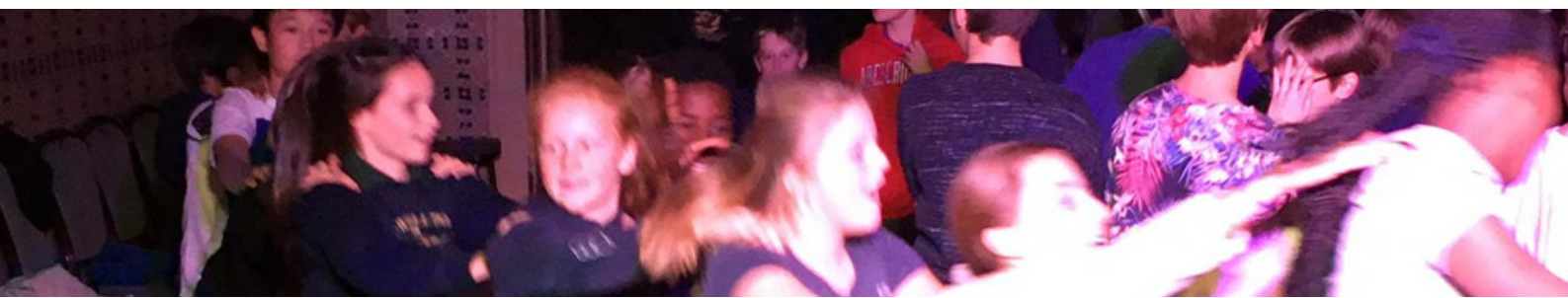
**We normally have a School Disco each term. They are great fun and the music and themes are often chosen by the Head boarders or School Council.**

### **Dormitories**

**You will be given a dormitory when you first arrive and a bed with your name on. This remains the same for the whole term.**

### **Duties**

**There are a few duties for senior pupils but everyone is expected to contribute to keeping the boarding house a pleasant place to live!**





### **Electrical equipment**

There should be no electrical items in school unless you are a full boarder. These items should be kept in the boarding offices until the weekends when you may have them.

### **End of Term**

At the end of term it is important that you leave your area tidy. You should make sure that you have taken everything home. If you are an overseas boarder we can store some of your possessions for you over the holidays. You should speak to the Houseparents or boarding staff to see what to do.

### **E-safety**

If you have any concerns online, there are several things that you can do: speak to a member of staff; report your problem to CEOP (you will see a safety button on your website). There is also a whole section on e-safety on the OPS links page.

### **Fire Alarm**

If the fire alarm goes off:

You should:

- get up, put on your dressing gown and slippers
- go down your fire route, walking and **IN SILENCE**
- wait in silence at the assembly point whilst you are being registered. You are **NOT** to talk and must remain in position until told what to do by a member of staff.

The place of assembly is outside the orangery. You will be shown this on the first day of term.

### **Fire prevention**

It is strictly forbidden to use any products such as matches, lighters, candles, incense sticks or aromatherapy burners in school, which all involve naked flames, because of the potential danger of fire. Aerosol deodorants are also not allowed.



## Going out with others

If you are a Full Boarder and wish to go out with a friend from school at weekends, the arrangements must be confirmed in advance, preferably by the previous Wednesday with Mr Middleton or Miss A. Your parents and the hosting parents need to give permission. Email is often the best way to do this.

## Health

- If you feel unwell, you should tell the member of staff or matron on duty.
- After lights out, quietly get up and go to the Blue Bell. Press the button and wait for the houseparent to answer.
- If you have any form of medication this has to be handed straight to the School Nurse on arrival.
- If you are unable to take part in games sessions, you should get permission from the School Nurse to be 'off games'.

## Independent Listeners

We are lucky to have two Independent Listeners who know the school but do not work at Orwell Park. They are happy to see children who have a worry and don't want to talk to anyone at school. They are: Judith Wyndham who is clerk to Nacton Parish Council and Paula Warner, who runs the local shop.

## Laundry

There is a laundry basket for your clothes every evening. You may put your clothes in there to be washed as often as you like. If you are a full boarder, you will be reminded when you must put your clothes in. Flexi-boarders often take their clothes home but either option is fine. If putting clothes in the laundry basket, they must be **NAMED!**

Your beds are changed regularly. The School provides bedding for you but you are also allowed to bring in your own bedding, providing it is clearly named.







### Meals

All meals are taken in the school Dining Room under supervision. Breakfast is between 7.15am and 7.45am; lunch between 12.30pm and 1.30pm and supper between 5pm and 6.30pm. There are certain set times for your year groups for lunch which you will be told about by your teachers.

### Mobile Phones

Mobile phones are not allowed unless you are a Full Boarder or have a special reason and permission from the Head of Boarding.



Mobile phones are kept safely during the day in the Boarding Office for the boys and girls. They may be retrieved in the evening for sensible use.

You are reminded that your phone should only be used for phone calls or texting home and mustn't be used for photographs, social media, internet or filming in the boarding house.



### Naming

ALL of your items need to be clearly named using sew-on labels for clothing. Please provide spare nametapes to the Matrons when you arrive.

### Packing

Suitcases used for packing are stored by the Matrons and can be retrieved for Half Terms or Long Weekends as necessary.



### Passports and tickets

For Overseas Boarders, passports and tickets should be handed to the Boarding Staff on arrival and these will be kept in the School Safe for security reasons. Children from outside the EU must always keep their passports at school during term time.



### **Pocket money**

Full Boarders, who stay in at weekends, will be given pocket money for trips and activities. Please do not bring any money with you, if you do please hand to boarding staff so it can be securely stored in the safe.

### **Positions of Responsibility**

There are several positions available for boarding pupils. In Year 8, you can be a Wellbeing Ambassador as well as a School Prefect or Captain of your sports team. We also have two Head Boarders (one boy, one girl).

### **Posters**

For all year groups, you can be a member of the Boarding Forum or School Council where you have the opportunity to represent your peers and express opinions about the School and Boarding, providing new ideas for improvements.

### **Signing - in and out**

If you are a Flexi-Boarder, you must sign out every time you leave school. If you are late in the morning, you must also sign in if you have missed registration.

If you are unable to board on an evening when you would normally board, your parents should let the Head of Boarding or Head of Girls' boarding know in advance.

### **Tuck**

Tuck is a treat that boarders receive in the evenings on one night a week and at weekends. No other sweets or the like should be brought into school.





## **Uniform**

**You should aim to keep your uniform looking clean and tidy. You are expected to have your shirt tucked in and shoelaces done up! Any problems that you have with your uniform, you can find Matron for some help!**

**We also have a best uniform at Orwell Park for special occasions. 'Number 1s' are kept with Matron and collected by you when you need them (concerts, visits to other schools etc).**

**It is quite normal to have worries or concerns at some stage during your schooling. There are plenty of people here that are happy to help you try and sort things out.**

## **Wellbeing Ambassadors**

**These are senior pupils who have been trained to help you deal with problems or concerns you may have. They can help you with smaller problems and will offer suggestions. With larger problems, they will accompany you to see a member of staff or an Independent Listener.**

## **Worries and Problems**

**You can ask for help from the Boarding Staff, Houseparents, Matrons, Tutors, the Headmaster and his wife (Mr and Mrs Musson), Wellbeing Ambassadors or any member of staff.**

**You can put a letter or note in the worry boxes around the School or write an email to [worry@orwellpark.org](mailto:worry@orwellpark.org) which will be picked up by the Deputy Head Pastoral (Mr O'Brien).**





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