



## **INDUCTION OF NEW BOARDERS** *(Relevant to National Minimum Standard 2)*

This policy focuses on meeting the needs of all new students who are boarders and not only those who arrive in Year 7 and Year 12.

### **PRINCIPLES**

Boarding houses recognises that:

- All pupils are entitled to an education and an environment in which they feel recognised and valued.
- Pupils learn best and are happiest when they feel secure and valued, whatever their home language, culture or religion.
- Newly arrived pupils, particularly those who arrive outside normal admission times, need additional support both educationally, emotionally and socially
- It has a duty to promote race equality in line with the requirements of the Race Relations Amendment Act (2000)
- Parents need to be able to access information about the school and the boarding environment as soon as is possible.
- The induction of boarders from overseas is an ongoing process which, culturally, goes beyond simply introducing them to the practices and protocols of the school.

### **HANDBOOK FOR BOARDERS' PARENTS & HOUSE HANDBOOKS**

In advance of their arrival at St George's, boarders receive a great deal of information in paper and booklet form. Two key documents which provide a wealth of information and answer many questions that boarders will have ahead of them starting at the school are the Handbook for Boarders (which is intended for both boarders and their parents) and the House Handbook for the house in which they are to be resident.

### **WEBSITE**

Much of the information in the handbooks, plus plenty more about the school, are available on the school website.

### **BUDDIES**

Towards the end of the Summer Term, boarders who are due to join in September are assigned a buddy. The buddy will be a boarder either one or two years older than the new joiner. **The role of the buddy is to begin the friendship building process during the summer holidays and into the beginning of the Autumn Term. Initial communication might be via postcard or email.** Buddies are issued with a checklist (see appendix 1) which they work through with their assigned new boarder.

New boarders have the opportunity to 'rate' the performance of their buddy during the Autumn Term.

## **MENTORS**

Every Year 7 boarder is assigned a Year 12 mentor who is responsible for helping with the induction and settling in process. Regular meetings take place throughout the first term on Friday afternoons.

## **INDUCTION DAYS**

Induction day for external students joining the sixth form takes place towards the end of June. Year 7 induction day takes place during the second week of July. All pupils, whether day pupils or boarders, are invited to attend.

## **OVERNIGHT STAY**

Boarders who are due to join in September are invited, and very much encouraged, to come for an overnight stay on the night that precedes their Induction Day. If this proves to be unpractical then the houses work with parents to arrange an alternative date for an overnight stay to happen.

## **EARLY ARRIVAL IN SEPTEMBER**

The arrival of new boarders is deliberately staggered with new boarders arriving some time before the beginning of term. In September 2018, the days leading up to the beginning of term are as follows:

Sun 2 <sup>nd</sup> Sept	New boarders in Years 7-10 and 12 arrive in between 2 and 4pm.
Mon 3 <sup>rd</sup> Sept	Induction of all new pupils in Years 8-10 Year 12 boarders arrive
Tues 4 <sup>th</sup> Sept	Induction of all new pupils in Years 8-10 continues Remaining boarders arrive by 8pm
Weds 5 <sup>th</sup> Sept	Registration for all pupils at 8:40am.

Early arrival allows House Staff to offer new boarders, and their families, their full attention ensuring that they have all of the necessary belongings. It also means that by the beginning of term itself, new boards have already been equipped with a lot of vital important information with regards to health and safety, welfare and routine

## APPENDIX 1 (Buddies' Checklist)

Put a tick next to each question if you can answer it. If you cannot answer a question please ask a member of the House Staff team before ticking it.

1. Do you know what you should bring with you to the boarding house?
  2. Do you know where your dorm is and which bed you are sleeping in?
  3. Do you know where you can store your belongings and valuables while staying in the boarding house?
  4. Have you read a copy of your House Handbook?
  5. Do you know your way around the boarding house?
  6. Do you know the names of the House Staff and what they look like?
  7. Do you know whom you can speak to at the school if you have a particular worry or concern about anything while staying in the boarding house?
  8. Do you know whom you can speak to outside of the school if you have a particular worry or concern about anything while staying in the boarding house?
  9. Have you read a copy of the House Rules?
  10. Do you know how to find out which member of the House Staff is on duty and where you can contact them during the night?
  11. Do you know what you should do if you are feeling unwell/feel homesick at any time during your stay in the house?
  12. Have you read the 'Boarding Principles, Aims and Practice'?
  13. Do you know what to do in case the fire alarm goes off?
  14. Do you know the difference between the fire alarm and the intruder alarm?
  15. Do you know what to do if the intruder alarm goes off?
  16. Do you know the areas of the main building that are alarmed at night?
  17. Do you know how good behaviour is rewarded in the house?
  18. Do you know how poor behaviour is dealt with in the house?
  19. Do you know how you can make suggestions boarding?
  20. Do you know where you are not supposed to go when you are staying in the boarding house?
  21. Do you know where you can get a drink if you are ever thirsty in the boarding house?
  22. Do you know where you can go if you want some quiet time in the house?
  23. Do you know where you can go to do your homework/music practice in the boarding house?
  24. Do you know what to do if you want to phone home while staying in the boarding house?
  25. Do you know the rules about mobile phones, tablets and other devices?
  26. Do you know the rules about internet use?
  27. Do you know what to do if you are hungry away from breakfast and dinner times?
  28. Do you have a choice of food at mealtimes?
  29. Do you know what the evening activities are?
  30. Are you allowed to take photographs while you are staying in the boarding house? Can you upload them to social media?
  31. Do you know what you are allowed to do between the end of prep and bedtime?
  32. Do you understand what duties might be expected of you whilst staying in the boarding house?
  33. Do you know where you can find out if you have a daily duty?
  34. Do you know where you have to sign out / sign in and how to do it?
  35. Do you know when you are allowed into Harpenden and who you should be with?
- We are really excited that you are joining the boarding community!

Signed (*new student & buddy*) .....

Date .....

Staff Signature .....

Date .....

<i>First drafted by</i>	<i>Jon Timmins, Director of Boarding</i>	<i>March 2016</i>
<i>Approved by</i>	<i>Paddy Storrie, Deputy Head</i>	<i>September 2016</i>
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<i>Approved by</i>	<i>Paddy Storrie, Deputy Head</i>	<i>September 2017</i>
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