

Boarders Induction, Support and Guidance

National Minimum Standards

Standard 2

Standard 2 – boarders’ induction and support		Evidence
2.1	There is an appropriate process of induction and guidance for new boarders	<ul style="list-style-type: none"> • Document: Boarders Induction, Support & Guidance • Document: Boarding Handbook 2020-2021 • Boarders Induction Program 2020-2021
2.2	Each boarder has a choice of staff to whom s/he can turn for personal guidance or for help with a personal problem.	<ul style="list-style-type: none"> • Document: Boarders Induction, Support & Guidance • Document: Contact Cards • I2I Mentoring system
2.3	The school identifies at least one person other than a parent, outside the boarding and teaching staff of the school, who boarders may contact directly about personal problems or concerns at school. The school ensures that boarders know who this person is, and how to contact them. Boarders are also provided with one or more appropriate helpline(s) or outside contact numbers, including the Children’s Rights Director, to ring in case of problems or distress.	<ul style="list-style-type: none"> • Document: Boarders Induction, Support & Guidance • RWBAT Code of Conduct • RWBAT Safeguarding Policy • Boarding Contact Cards • Document: External Helplines

BOARDERS' INDUCTION, SUPPORT AND GUIDANCE POLICY

The Induction and guidance programme for boarding at the academy is based on the following principles:

Stage 1: Pre-boarding Induction

Personalisation

- Each student receives a personalised staff mentor as part of the initial induction. This half-day programme enables students and families to view all aspects of the actual building, discuss policies and procedures and discuss with the academy individual needs.
- Families are provided with the following key documents at this stage:
 - Exemplar menus for boarding
 - Statement of principles and practice
 - Student handbook for boarding
 - Medical Guidance at The Academy
 - Contact details for staff including links to our twitter page and Instagram.

Stage 2: Applying for a place at boarding: Support for families

Families who have applied for a boarding place are automatically provided with regular email and telephone updates on the status of their application through to final acceptance. Each family is given a named contact to discuss any issues at this stage:

Named contact: Susan King
Email: sueking@thewellingtonacademy.org.uk

Stage 3: Day 1 of boarding

One week prior to the start of term, families are contacted by a member of staff via email to touch base prior to arrival and provide an opportunity for last minute queries to be discussed. On the first day of term, boarders and families are invited together to meet key staff, socialise, visit bedrooms, and assist with settling in. The format for this day is as follows:

- Students and families arrive at 17.00 hrs.
- Short presentation and welcome are provided by the Director of Boarding, Senior House Parents along with other residential staff. Families have opportunity to visit bedrooms and assist with settling in, unpacking, and storing belongings.
- Refreshments are provided for families and their children and they can socialise and meet key staff.
- Parents vacate and students have evening meal with staff.

An example of our boarding induction programme is detailed below:

Date	Time	Activity	Location
Monday	14:00 – 17:00	Meet in Boarding – shown to room, forms, passports, pocket money.	Wellington Academy Boarding House
31 st August	17:15	Briefing to parents and students by The Director of Boarding. Meet staff.	Dining Area
	18:00	Dinner (Family are welcome to stay)	Boarding House
	18:45	Parents free to depart.	Dining Area
	19:30	Wifi, E-Safety and Biometrics	Dining Area
	20:30	House Keeping.	Girls in Wellesley Common Room, Boys in Benson Common Room
Tuesday	09:00	Breakfast	Boarding House
1 st September	09:45	Tree Runners departure	Meet at reception
	13:00	Lunch	Boarding House
	14:00	Gym Induction for year 10 -12	Meet at reception
	15:00	Gym Induction for year 7-9	Meet at reception
	18:00	Dinner	Boarding House
	19:00	Evening activities	Boarding House
Wednesday	08:30	Breakfast	Boarding House
3 rd September	08:30	Year 7 depart for school (earlier breakfast)	School
	10:00	Depart for Andover town trip / change of uniforms	Boarding House
	13:30	Lunch	Meet at reception
	17:00	Last years boarders return	Boarding House
	18:00	Dinner	Boarding House
	19:00	Evening activities	Meet at reception
Thursday	08:00	Breakfast	Boarding House
4 th September	08:25	New boarders meet to be taken to school	Dining Area
	08:30	Depart for school	
	16:00	Meet in Dining area for Medical Provision	Dining Area
	18:00	Dinner	Boarding House
	19:15	Evening activities	Boarding House

Stage 4: On-going Induction

Students meet collectively every Monday as part of Boarders Assembly at 6:30pm to consult with the Director of Boarding/Senior House Parents on issues and receive regular information and support.

All boarders will automatically become members of the boarding committee and will be able to contribute to policy, procedures, and the development of boarding through:

- Thursday weekly consultation meetings
- Boarding Twitter and Instagram page

The boarders committee allows all students to meet with a member of staff and the Head Boy/Head Girl, during this meeting they can share concerns as well as raise agenda items that they would like to be addressed. Action points not dealt with during the meeting are forwarded to the Director of Boarding for further consideration if appropriate. All minutes from the boarders committee are recorded and logged on one note for information.

Support and guidance

- Each boarder will have a staff mentor to discuss welfare concerns. This will be arranged for the last week of each term. This meeting is documented, and a summary is emailed to parents.
- Each boarder will have a head of year/student manager who will be able to provide additional support and will liaise with their mentor when necessary.
- Boarders will be encouraged to discuss concerns with staff at the earliest opportunity so that problems do not escalate.
- Records of concerns reported and action arising will be kept by staff and reviewed on a regular basis.

Named person who boarders can contact who is not parent, boarding staff, or teacher:

As part of our wider safeguarding policy and procedures, the school offers additional therapeutic support via Place2be; Caroline Ellis and Sharon Gardner will facilitate 1:1 meeting with boarders who wish to discuss personal problems or

concerns at the academy. Place2be are in C Block on of the main school buildings, boarders can self-refer for support or ask their mentor/tutor to refer on their behalf.

All boarders will be provided with the following EXTERNAL helplines if they are in distress or have problems:

Help for children who live away from home:

The Office of the Children's Commissioner: Sanctuary Buildings 20 Great Smith Street London SW1P 3BT www.childrenscommissioner.gov.uk 020 7783 8330	Childline Free Phone: 0800 1111 Website: www.childline.org.uk
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Completed by: Shelly Willis

Job Role: Senior House Parent

Date: 22.04.2021

Authorised by: Matt Price

Job Role: Director of Boarding

Date: 11.05.2021

Date: April 2021

Review: April 2022