



## ROWDEFORD SCHOOL

### POLICY AND PROCEDURES ON THE ADMISSION AND RECEPTION OF BOARDING PUPILS

#### RATIONALE

The school recognises that taking the decision to opt for boarding may, initially at least, raise parental anxiety. Parents/Carers may experience feelings of sadness and, in some cases, loss. Additionally, the pupil may experience similar feelings. The policy and procedures detailed below have been written to ensure that the school responds sensitively to the prevailing circumstances surrounding pupil admission/reception into boarding. They are also designed to assist staff in ensuring that admission/reception into boarding is handled professionally, sensitively, effectively and with the best interests of the child and family firmly in mind, at all times.

#### 1. PRIOR TO ADMISSION

- 1.1 Following a written offer and acceptance of a boarding place the prospective boarding pupil will be allocated a Key Worker.
- 1.2 The Key Worker will telephone and/or write to the pupil's parents/carers to make contact and arrange a home visit. This may also include other significant people/agencies in the child's life, as appropriate.
- 1.3 The home visit will be used to exchange detailed information on the school's boarding practice and the individual needs of the child. It will be used to identify appropriate objectives for care planning. Discussion will include the duration of the placement, arrangements for review and visiting. It will be supported with appropriate documentation and a report on the visit will be drawn up.
- 1.4 Parents/carers must sign an agreement accepting the terms of the placement.
- 1.5 The pupil's Key Worker will also gather information from the pupil and other sources, as appropriate, e.g. class teacher.
- 1.6 The home visit will be followed by the parents/carers (and others, as appropriate) attending school to formally view boarding accommodation and hold further discussions with the child's Key Worker and/or House Leader and/or Head of Student Welfare, in preparation for admission.
- 1.7 The pupil will be allocated a 'buddy', who will support them during the initial stages of their boarding placement, and particularly during the familiarisation evening.
- 1.8 Following this visit, arrangements will be made for the pupil to spend a 'familiarisation evening' in school, when they will have the opportunity to link with their buddy, and see the bedroom that has been allocated to them. It will also be used to introduce the pupil to other residents and house staff, and 'get a feel' for the boarding experience. It will include:
  - i) taking the child on a tour of the boarding house (especially pointing out staff sleeping-in rooms)
  - ii) telling the child about day-to-day routines
  - iii) telling the child about house rules
  - iv) telling the child about fire, and other, emergency procedures
  - v) explaining the laundry routine.

At the end of the evening the pupil will be issued with an induction pack/booklet.

- 1.9 The pupil's Key Worker will ensure that all relevant people know of the imminent placement.

## **2. ON THE DAY OF ADMISSION**

- 2.1.1 A member of boarding staff (where possible the pupil's Key Worker) will ensure that the child's room is 'ready' (clean, tidy, welcoming, bed made, etc) for the admission.
- 2.1.2 The pupil will be received into school on the morning of admission by a member of boarding staff (where possible the pupil's Key Worker). The pupil will be accompanied to their room, where their personal possessions will be left until the evening.
- 2.2 With the pupil's agreement, their personal effects will be set out in the room ready for the evening.
- 2.2.1 At the beginning of the evening the pupil will set out their personal effects, if this has not already been done, they will be issued with all necessary equipment, their clothing will be checked and listed and any electrical equipment brought into school by the child will be checked by the Site Manager and listed.
- 2.3 Any additional immediate needs/issues will be identified and resolved.
- 2.4 Any necessary outstanding paperwork will be fully completed.
- 2.4.1 The child's name will be entered on the information board in the main entrance hall.

## **3. IMMEDIATELY POST ADMISSION**

- 3.1 The pupil's Key Worker will ensure that the pupil's emotional needs are appropriately and properly met.
- 3.2 The pupil's Key Worker will ensure appropriate contact between the pupil and his/her parents/carers.
- 3.3 The pupil's Key Worker will organise for any other personal items to be brought into school.

## **4. POLICY REVIEW**

This policy will be reviewed by the Headteacher/Head of Student Welfare on an annual basis, and by the Governing Body, in line with the school's Policy Review Schedule.

*This Policy was reviewed in March 2016 and endorsed by the Governing Body at their meeting of 21<sup>st</sup> March 2016*

Signed .....  
(Clerk to the Governors)

Date.....