



## Cothill House Policy Documents

### ISSR 8 Boarding

*NMS for Boarding: 11:1, 5.1, 5.3, 20.1, 20.4, 20.7, 20.8*

Date: September 2023

Next review: September 2024

*In boarding, Cothill House aims to provide a friendly and caring boarding environment that reflects the atmosphere and ethos of home.*

#### **Objectives:**

- To create an open and trusting atmosphere where boys feel able to approach any member of the school community, confident that they will be listened to and treated as an individual.
- To develop a climate of tolerance, kindness and trust where harassment, teasing and bullying will never flourish.
- To provide the conditions where boarders' intellectual, physical and emotional needs are met, in an environment which values effort, achievement, kindness and empathy.
- To safeguard and promote the welfare of every boarder, by providing an environment that is, as far as is possible, free from physical hazards or dangers.
- To provide a variety of wholesome, tasty and nourishing food for all boys.
- To develop the boys' sense of responsibility for self, others and the environment.
- To provide supportive links with parents and guardians.
- To provide accommodation that is comfortable, cheerful and suited to the needs of all boarders and which provides appropriate levels of privacy.

#### **Cothill Juniors:**

Cothill Juniors offers boys in Years 4 & 5 a gentle transition into their boarding education. Younger boys will be able to go home after the end of their school commitments each Saturday until Sunday evening or Monday morning, apart from on certain closed weekends.

Cothill House is a boarding school and firmly believes in the benefits of boarding. Boys in Year 4 & 5 do have the option of being a day pupil or some partaking in some flexible boarding as they transition into boarding life. From the Summer of Year 6, however, all boys are expected to become full boarders.

## **Location of Boarding**

The boarders at Cothill are accommodated in three locations:

### **1. The Main Building (Year 6, 7 & 8)**

Headmaster	George May
Deputy Head, Pastoral:	Adam Pearson (Year 4 & 5)
Houseparents	Trina Pearson (Year 4 & 5) Amelia Baker (Year 6) Tim Archard (Year 7) Tom Bennett (Year 8)
Assistant Houseparents	Sergio Perello (Year 4 & 5) Chris Page (Year 6) Harry Day (Year 7) Ralf Hallet
Assistant Staff	Hugh Freese, Dan Lane, Adam Ferry, Zak Long Rory Griffiths, Tom Aubrey-Fletcher, Chris Ashton
Head Matron & Head of House	Ruth Hogg
Senior Matrons	Elaine Harris Gill Smith
Nurses	April Bailey <i>GAP Matrons</i>

### **2. Bowlers (Year 4 & 5)**

Houseparent for Bowlers	Adam & Trina Pearson
Assistant Staff	Sergio Perello Vasquez <i>GAP Matron</i>

### **3. The Château de Sauveterre (Middle Removes)**

Director & Houseparents

## Operational Management

During the Covid-19 Pandemic, the document **Reopening School September 2020: Policy & Risk Assessment** [here](#) details further arrangements regarding the safe running of the school boarding houses. Meal times may also be amended and should be checked.

The Headmaster and his wife or Houseparents have ultimate responsibility for the smooth running of all boarding. The Head Matrons have a major role in the day to day running of the house. At least one Houseparent or senior member of Staff will sleep in each boarding house each night.

The Matrons at Cothill are directly involved in the pastoral care of the boarders, particularly at bed times.

'Lights out' times:	Years 4 & 5 (Bowlers):	8.30pm
	Year 6 (Main Building):	8.45pm
	Year 7 (Main Building):	9.15pm
	Year 8 - Leavers (Main Building):	9.30pm

*These times may vary on Saturdays, when boys watch films or on other evenings, when there are special events, trips, etc*

The Houseparents and Matrons are responsible for the welfare of the children in the dormitory area. A member of Staff is on duty to assist in ensuring the children are well looked after and settle into bed. Matrons ensure that dirty laundry is collected and clean laundry provided each day. Matrons will also take care of any boys' passports, mobile phones and valuables, which are handed in on a boy's return to school after a holiday or exeat. Rechargeable electrical items (e.g. toothbrushes & Kindles) are charged by the matrons.

A sizeable number of teaching Staff are housed in and around the boarding houses to ensure a healthy Staff presence during evenings, nights and weekends. Houseparents and matrons are responsible for making sure that boys' lights are turned off at the right time, and for closing fire doors and dormitory doors when the children have gone to sleep. All resident Staff are considered 'on call' 24/7.

The Head Matron creates a list of boys absent or in sick bay. This list is used firstly, to ensure that all boys are accounted for before lights out, and secondly, to inform any roll call which might take place during a fire alarm. This list can be readily accessed on iSAMS. Login [here](#).

### Boys Going Out

Parents need to ask permission from houseparents to take their son out for additional weekends. They fill in a request form which can be found on the Cothill website.

All boys are required to sign out if going off site with their parents, or for an appointment. On Saturday afternoons, a designated member of Staff will be in the car park so boys can sign out quickly and easily.

*Match Days:* Staff will endeavour to make themselves aware of those members of their team who are out for the weekend, so that a boy's parents can take him home after a match.

Boys are, with the member of Staff's permission, allowed to return to Cothill with their parents. *However, no boy is ever permitted to travel with a friend's parents, unless that boy's own parents have been informed & given consent.*

On an away match day, Staff must remind boys that they have to report to them after match tea, before leaving with their parents. All boys must attend match tea, unless special permission has been organised through the School office beforehand.

### **Boarders' Induction**

It is hoped that all new boys will have had at least one visit to the school before starting as a boarder. In practice, most boys visit two or three times, when they will have had a tour of the school and met some of the Staff. Open Days and Assessment Days provide further opportunity for new boys and Staff to meet. A number of prospective new boys will also complete a 'taster day' at Cothill and spend a day accompanying a class of boys their own age.

Before beginning at Cothill, new boarders each receive a *New Boys' Survival Guide*, a small book which answers some of the many questions all new boys - and their parents - may have when they start. Copies of this book are available from the Office. All new boys receive instruction and tours from Staff on arrival. Boys in Years 4 and 5 may well spend the whole of their first day with form tutors, who will help provide guidance, reassurance and instruction.

Year 4 new boys receive additional support from Mr. and Mrs. Pearson, who are specifically responsible - alongside the Headmaster and Matrons - for the welfare of Year 4 and 5 boys in the dorms.

All new boys in Year 4 are allocated a 'mentor', an experienced boy from Year 8 who takes their charge under their wing and seeks to help wherever they can. The mentors report back to the Headmaster. New boys in Year 5 may also receive a mentor. The first Sunday of the autumn term is an opportunity for the younger new boys to get to know each other better.

### **Boarding Duties for Resident & Teaching Staff**

A number of senior Staff are responsible for boarding duties. These duties are fulfilled in partnership with the matrons. Where GAP students have duties on the boarding side, they are closely monitored.

No member of Staff would take on boarding duties without being appointed to them by the Headmaster. New boarding Staff only fulfil their duties independently, having already shared some duties with a more experienced colleague and when the Headmaster is satisfied that they are able to fulfil their responsibilities reliably and safely. Boarding staff have a review of their performance with the Headmaster each year. (See *Professional Development Reviews 1: Information*)

GAP year assistant matrons are recruited from *Letz Live*, where Stella Dunn, who deals with many leading independent schools, interviews candidates and provides some induction. Further induction is completed at Cothill, where the Head Matron and Senior Matrons provide help and guidance.

The Boarding Staff ensure that there is orderly behaviour in the dormitories during bedtimes and after lights out. Boarding Staff and Senior Matrons remain on site and on call throughout the night.

Each evening, boarding Staff are encouraged to ensure that boys come to bed:

- *Correctly dressed. Boys should be wearing their shoes, have their jumpers, ties etc.*
- *With a reading book. Some nights (e.g. Saturday, when there is a film) a book is not required. A senior matron or Houseparent will advise.*

After changing into PJs, showering, brushing teeth, handing in their laundry, visiting the surgery (if appropriate) and having some free time in a common room, the boys will be sent to bed for reading time. Duty Staff must ensure that a constant patrol of dormitories and washrooms is maintained throughout their time upstairs with the boys. Disciplinary matters are dealt with using the Boarding Rewards and Sanctions cascade. If necessary, a boy can be sent to the matrons' office or the Headmaster's Study.

During the reading time, after silence has been called for, boys should read proper reading books, i.e., not comics or magazines. On some occasions, boys may be permitted to complete academic work or revise (during exam weeks). Towards the end of this silent period, corridor lights will be dimmed and boys encouraged to 'go round the corner' one last time.

Bedtime is a crucial part of the day for the boys. All are tired, some are over-tired and can be either fractious or over-excited. Thus the Houseparent, matron or duty member of Staff needs to tread a fine line between ensuring that the children are safe, secure, happy, calm and comfortable, while maintaining a firm hold on discipline. Fours and Fives may well have film nights, games nights, etc, while Seniors may be permitted to stay up late on special occasions. Activities and treats are, however, the exception, and it is worth remembering that *routine* provides both safety and reassurance for children. See the *Objectives* at the start of this Policy.

When the duty member of Staff says 'good night' and turns out the lights, the boys are expected to be silent. Boarding Staff will remain until all boys are settled. The member of Staff must not leave until he/she has checked out with the Houseparent or senior matron on duty. There is no fixed time for the end of a dormitory duty for the member of Staff in the dormitories; they must liaise with the appropriate Houseparent.

The senior matron is on call throughout the night and a member of the boarding Staff will always be present and on call in the building. A bell by the senior matron's door will alert the duty senior matron.

Members of the teaching Staff have significant pastoral roles to play. All Staff carry out duties and they supervise the children's free time until it is time for them to go up to bed. Sunday outings and activities are coordinated by Adam Pearson.

## **Telephones**

While boys are not permitted to bring mobile phones to school, they have access to a number of landline telephones and are told to bring a Phonecard to school with them.

In the main building, there are two phones available in the Lamp Room, and one wholly private phone in the phonebox in the Yard.

At busy times or in emergencies, boys are at liberty to ask Jane if they can use her phone in the School Office or the line in the Matrons' office. Boys boarding at Bowlers have access to two phones.

Use of phones is not permitted after c. 9pm, unless there is some kind of emergency.

### **Health of Boarders**

Separate policies exist to cover Health and Safety, First Aid, the administration of medicines, fire drills, etc

### **Timings for Boarders in the Main Building**

*See the Staff Handbook.*

## **JOB DESCRIPTION FOR BOARDING STAFF**

The members of the boarding Staff assist in the general pastoral welfare of the boys in the boarding houses (Main House & Bowlers). The members of the boarding Staff are expected to be committed to Cothill's boarding ethos, and dedicated to the wellbeing of all boys within the school.

## **RESPONSIBILITIES**

- Responsible for ensuring the smooth operation of the evening routine
- Responsible for the welfare and well-being of the boys
- Responsible for boarding matters, in conjunction with the Headmaster, the Houseparents or the Senior Matron

*All duties should be performed in accordance with existing School policies on Safeguarding and Health and iSafety.*

## **TASKS**

- Working and communicating closely with the Headmaster, the Houseparents or the Senior Matron on all issues relating to the role.
- Being aware of night time fire drill procedures.
- Ensuring that the boys are comfortable, secure and content. The well-being of all boys is the main priority.
- Being on time (8pm for Seniors in the Main House, 7.15pm for Juniors, 7.30pm for Bowlers).
- Ensuring that boys come to dormitories correctly dressed (jumpers, ties, etc).
- Ensuring that boys come to dormitories with a reading book or academic work.
- Supervising children in their dormitories.
- Organising and overseeing activities with the boys where necessary. This will vary according to the age of the boys and the time of year.
- Ensuring orderly behaviour in the dormitories.
- Making sure that boys are silent after lights out.
- Patrolling after lights out until 9.15pm (Juniors), 10pm (Main School Seniors) and 9.30pm (Bowlers), or longer, if boys are not settled.

## **Boys in Staff Houses**

*Pupils are not allowed access to staff accommodation and houses except in exceptional circumstances. This includes access to houseparent and matron accommodation within the boarding houses, as well as the Headmaster's house. Staff should consider using areas such as the Headmaster's Study, the Matron's Office or the Boy's Sitting Rooms as an alternative location for either activities or sensitive conversations.*

*When the criteria for exceptional circumstances is met, staff must request permission from the Headmaster or the DSL before inviting any boys into their houses. When permission has been given, staff should follow the procedures outlined below :*

- *One-to-one situations must be avoided and another adult (a member of staff or a spouse who has undergone a DBS check) must be present at all times.*

- *Boys should never visit staff accommodation alone and must be in a group or at least three.*
- *Houseparents, matrons & duty staff must be aware that boys are 'off site' and know where to find them.*
- *A risk assessment may be necessary.*

*All queries and questions relating to boarding duties should be directed in the first instance to the Boarding Houseparents.*

NB: In accordance with our Safeguarding Policy **all** Safeguarding concerns should be directed to the DSL - Ruth Hogg.

Updated September 2024

**Monday to Friday**

07.00

Lights on

07.40

Breakfast in Main Building. Must tick off in Dining room by 7.50

08.15

Head to form room where normal school day commences.

19:20

Latest time by which Year 4 & 5 can tick off in Bowlers

19:50

Get ready for bed

20:00

In bed

20:30

Lights out

**Saturday Evening**

*Morning routine - 30 minutes later.*

18:30

Return for movie night and tick off. Winners of Dorm competition return by 19:00

19:00

Movie start time

After movie: bedtime

**Sunday Breakfast**

08.20

Lights on

08.30

Breakfast in Main Building. Must tick off in Dining room by 8.40

**Sunday Evening**

18.30

Tick off

19.50

Up to bed

20.30

Lights out

## **Appendix B Year 6, 7 & 8 Routine : Main Building Boarding House**

### **Monday to Friday**

07.00 - 07.10

No lights are allowed before 7am but boys may read from 7am onwards.

07.10am - 07.30

Official wake up time. The houseparents and junior matrons wake boys up while the senior matrons ensure that daily medication is taken and assist with wake up. Boys dress, tidy their area (duvet, pyjamas, teddies etc.) and line up in the corridor ready to go down to breakfast.

07.30 - 07.45

Boys are dismissed to breakfast by houseparents once uniform and rooms have been checked. Dorm stars are awarded for the tidiest rooms and individual stars may also be awarded for boys who are ready in good time. Music practice takes place at this time for different year groups (see rota).

07.30 - 08.10

Breakfast.

08.15

Boys go to their form rooms for the start of the school day.

19.30 - 20.00

End of CAPs followed by supper in the dining room or common room for Year 8, free time in common rooms, house meetings and jobs (Year 7). Boys must make sure that they have a reading book with them before going upstairs.

19.45 - 20.40

Houseparents, Senior Matrons, Junior Matrons and Duty Staff supervise evening chores such as changing into pyjamas, putting away clean laundry, handing in dirty laundry (see rota) and brushing teeth. The nursing and matron team ensure that evening medication is taken. Once chores have been completed, boys may either have some quiet free time or will read.

20.15 - 20.45

Reading time followed by lights out for Year 6..

20.45 - 21.15

Reading time followed by lights out for Year 7.

21.00 - 21.30

Reading time followed by lights out for Year 8.

### **Saturday**

*Morning routine - 30 minutes later.*

19.10 - 19.20

End of free time. Boys begin to go upstairs.

19.10 - 19.40

Houseparents, Senior Matrons, Junior Matrons and Duty Staff supervise evening chores such as changing into pyjamas, putting away clean laundry, handing in dirty laundry (see rota) and brushing teeth. The nursing and matron team ensure that evening medication is taken.

19.30 - 19.45

Boys go to common rooms for movie night.

21.30 - 22.00

Bedtime and lights out for all boys straight after the end of the movie.

### **Sunday**

08.10 - 08.30

Official wake up time. The senior and junior matrons wake boys up and supervise morning routine and chores including getting dressed, tidying rooms and morning medication. Once chores have been completed boys are dismissed to breakfast.

08.30 - 09.00

Breakfast.

09.00 - 17.30

Activities and free time. Trips are often also organised on Sundays. Lunch is served between 12.30 and 13.30 followed by grub shop.

17.30 - 19.10

Tea (5.30pm and 6pm) followed by free time.

19.10 - 19.20

End of free time. Boys begin to go upstairs.

19.10 - 20.30

Houseparents, Senior Matrons, Junior Matrons and Duty Staff supervise evening chores such as showers, changing into pyjamas, putting away clean laundry, handing in dirty laundry (see rota) and brushing teeth. Senior matrons ensure that evening medication is taken. Boys have free time in their dorms or games rooms before reading time.

*Reading time and lights out as per weeknight schedule.*