



CAMPBELL
COLLEGE

Est 1894

SETTLING IN TO BOARDING

A GUIDE FOR PARENTS OF NEW
BOARDERS





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Dear Parent

Settling in to boarding can happen almost immediately or for some pupils it may take time for them to settle in. This guide is intended to help you help your son to settle into boarding and offers some guidance on how to manage those first few days. The key is partnership.

Whether your son comes from Northern Ireland or comes from another distant country, it is perfectly normal that they will take time to settle in. We have met homesickness and cultural differences before, so we know how to help. You can trust us to know what to do, and at any stage we encourage you to contact the College to discuss any concerns, but also to tell us positive experiences too.

The advice offered is not exhaustive, but it is based on both our experience and the guidance offered by other agencies such as the Boarding Schools' Association.

We hope it proves useful, and would welcome any suggestions on how this document may be improved for future editions. If you have any questions on any of the information contained in this booklet, please don't hesitate to let us know.

Welcome to boarding!

Mr Bert Robinson
Head of Boarding



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1. IMPORTANT DOCUMENTATION

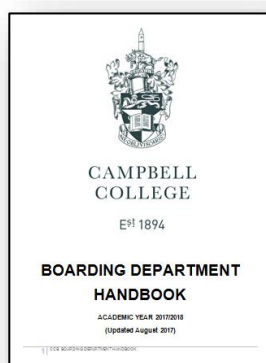
The College has published various documents to explain the operation of the Boarding Department along with the protocols and policies in place at the College.

Many of these documents will be sent to you when your son enrolls at the College, and some will be sent to you on an annual basis.

However, all documents are available on the College website

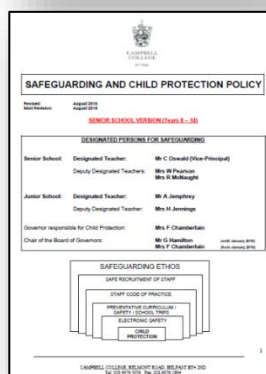
www.campbellcollege.co.uk

In particular, two documents you should initially familiarise yourself with are:



The Boarding Department Handbook

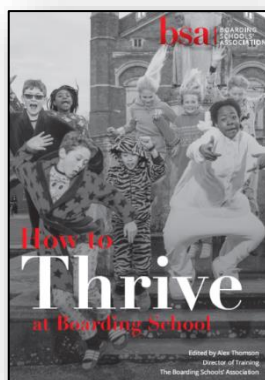
(Available on our website: follow the link
Boarding – Useful Guides)



The Safeguarding and Child Protection Policy

(Available on our website: follow the link
About us – Policies)

Other documents are offered on our website to help your son settle into boarding including the booklet '*how to thrive at boarding school*' produced by the Boarding Schools' Association



'How to Thrive at Boarding School'

(Available on our website: follow the link
Boarding – Useful Guides)

2. THE DOCUMENTATION WE WILL ASK YOU TO COMPLETE

When a boarding place has been offered, we ask for the following forms to be completed:

SCHOOL HOUSE MEDICAL FORM
Campbell College
Form 1
Please complete this form for your son/daughter.

GENERAL INFORMATION

Parent/Guardian Name: _____
 Parent/Guardian Address: _____
 Parent/Guardian Phone: _____
 Parent/Guardian Email: _____
 Parent/Guardian Signature: _____

ALLERGIES - The first time your son/daughter has had an allergic reaction to any food, drug, or substance, please tell us. If you are not sure, please tell us anyway.

Food: _____
 Drugs: _____
 Substances: _____

CHRONIC MEDICAL CONDITIONS - The first time your son/daughter has had a chronic medical condition, please tell us. If you are not sure, please tell us anyway.

Condition: _____
 Date: _____
 Doctor: _____

IMMUNISATIONS - The first time your son/daughter has had an immunisation, please tell us. If you are not sure, please tell us anyway.

Immunisation: _____
 Date: _____
 Doctor: _____

OTHER MEDICAL INFORMATION

Other: _____
 Date: _____
 Doctor: _____

MEDICAL FORM

On this we ask that you let us know of any medical or health issues, and the relevant contact details

PERMISSION TO SIGN REGISTRATION FORM
Campbell College
Form 2
Please complete this form for your son/daughter.

GENERAL INFORMATION

Parent/Guardian Name: _____
 Parent/Guardian Address: _____
 Parent/Guardian Phone: _____
 Parent/Guardian Email: _____
 Parent/Guardian Signature: _____

PERMISSION TO SIGN REGISTRATION FORM

I, _____, do hereby give permission to the Campbell College Boarding Department to sign forms on my behalf to register my son/daughter at the local Doctors' medical practice, and be treated under the National Health Service.

Parent/Guardian Signature: _____
 Date: _____

PERMISSION TO SIGN REGISTRATION FORM

This gives us permission to sign forms on your behalf to register your son at the local Doctors' medical practice, and be treated under the National Health Service.

EMERGENCY CONSENT FORM
Campbell College
Form 3
Please complete this form for your son/daughter.

GENERAL INFORMATION

Parent/Guardian Name: _____
 Parent/Guardian Address: _____
 Parent/Guardian Phone: _____
 Parent/Guardian Email: _____
 Parent/Guardian Signature: _____

EMERGENCY CONSENT

I, _____, do hereby give consent to the Campbell College Boarding Department to have my son/daughter treated in an emergency at the local Doctors' medical practice, and be treated under the National Health Service.

Parent/Guardian Signature: _____
 Date: _____

EMERGENCY CONSENT FORM

This allows us to give consent in the case of a medical emergency for your son to have an anaesthetic and/or operation

GUARDIANSHIP AGREEMENT
Campbell College
Form 4
Please complete this form for your son/daughter.

GENERAL INFORMATION

Parent/Guardian Name: _____
 Parent/Guardian Address: _____
 Parent/Guardian Phone: _____
 Parent/Guardian Email: _____
 Parent/Guardian Signature: _____

GUARDIANSHIP AGREEMENT

I, _____, do hereby nominate _____ as the Guardian of my son/daughter when necessary.

Parent/Guardian Signature: _____
 Date: _____

Guardian Name: _____
 Guardian Address: _____
 Guardian Phone: _____
 Guardian Email: _____
 Guardian Signature: _____
 Date: _____

GUARDIANSHIP NOMINATION AND AGREEMENT FORM

This gives us details of the Guardian you have nominated for your son and an undertaking to provide a high level of care for your son/daughter when necessary

IF ANY DETAILS YOU GIVE ON THESE FORMS CHANGE, PLEASE LET US KNOW

3. PREPARING TO START BOARDING



CORRECT UNIFORM AND EQUIPMENT

Please ensure that your son has everything they need to start:

- Correct uniform
- Correct boarding equipment

Full details are given in the Boarding Handbook, but to remind:

Items marked with an asterix () are only available from the school shop.
Items marked with a hash tag (#) will be provided by the College, at a charge, if not supplied.*

Every item of clothing, including casual and sportswear must be clearly named, and ideally name tapes should be used.

Please send spare name tapes with your son for future items.

SCHOOL UNIFORM	
1	Black Campbell Blazer (with crest)
2	Black School Trousers
2	V-neck pullover (optional)
6	White Shirts
2	School House Ties
1	Raincoat
2	Black Shoes

GAMES KIT	
2	CCB Black Campbell Rugby Jersey*
2	CCB Black Games Shorts*
2	CCB Black Games Socks*
1	CCB Black PE T-Shirt*
2	CCB Black Shorts*
1	CCB Tracksuit*
1	Trainers
1	Rugby/Football/Hockey Boots

HOUSEKEEPING		GENERAL CLOTHING	GENERAL ITEMS
1	Pillow	Pyjamas/Nightwear	Shoe Cleaning Materials
1	Single Duvet	Dressing Gown (optional)	Coat Hangers
2	Pillowcases	Underwear	Alarm Clock
2	Single Duvet Covers	Socks	Padlock (with spare keys) (<i>Junior</i>)
2	Single Fitted Sheets	Casual Home Clothes & Shoes	
2	Single Mattress Protectors #	Sports Clothes & Shoes	Safety helmet if they are bringing a bicycle or skateboard into boarding
4	Bath Towels		
1	Laundry Bag #		

TERM DATES

Ensure you and your son knows the term dates – when they have to arrive and when they will be leaving.

- It would be usual that new boarders will attend an 'induction day(s)' before the term starts.

It is essential that a new boarder starts on time so they have the opportunity to join in any induction events, have time to get themselves organised for the first day of term and time to meet their new teachers and get the necessary equipment over the first few days of term.

Term dates are on the College website: www.campbellcollege.co.uk

(Follow the link '*Information for current parents*' on the homepage)

TRAVEL ARRANGEMENTS / AIRPORT TRANSFERS

Please keep in contact with the College so we know when your son/daughter is arriving and how they are arriving. We will liaise with you to discuss any necessary collection arrangements or airport transfers.

MEDICAL ISSUES

Parents should ensure that Matron is informed of any medical concerns or issues in advance of the pupil starting.

- We will issue you with a medical form which must be completed and returned before the school year starts.
- Please be as specific and honest about all medical conditions your son has, or has had.

4. SAFEGUARDING ARRANGEMENTS

The safeguarding of your son/daughter is our priority and our provision is detailed in the Safeguarding and Child Protection Policy.

It is vital that you familiarise yourself with the structures, protocols and policies within the College. Talk to your son on a regular basis and ask him if there is anything bothering him – if there is, then please let us know.

This is important during the school term.

If he, or you, have concerns then please do not hesitate to contact us.

- ❑ **APPENDIX 1** gives you boarding department contact numbers.

Guardianship

If you have been required to appoint a Guardian, it is VITAL you keep in regular contact with both the guardian and your son during the holiday or any other times he/she is staying with their guardian.

You need to ensure that your son is being properly looked after by their guardian

- ❑ **APPENDIX 2** gives you information on Guardianship

5. CONTACT ARRANGEMENTS FOR YOUR SON

We request that every pupil has a mobile phone so that they can keep in contact with us (or you or their Guardian) at all times, and especially if they are off-site.

Every boarder will be given the number of the boarding mobiles which they should carry on their person at all times. They should also store the boarding numbers on their phone. Boarding staff will also hold their mobile numbers. Parents and students should notify the College of any changes of number or contact details.

	Campbell College School House Contacts
Junior Boarding:	028 9076 4108 / 028 9076 4124
Senior Boarding:	028 9076 4122 / 028 9076 4125
Duty Staff Mobile :	07583 218844
Housemother Mobile :	07496 441178
East/Trip Mobile	07375 606896
Campbell College, Belmont Road, Belfast BT4 2ND	

6. HOMESICKNESS

Homesickness is a feeling; it is not an illness. It can be felt by young people and adults when they have moved, either permanently or temporarily from home. It is normal to feel loss when not in surroundings you know, when not with friends, family or familiar foods or family pets. Severe homesickness does get better when students are given and adopt coping strategies and it is important to note that talking about homesickness does not make it worse.

SIGNS AND SYMPTOMS

The signs and symptoms may be tearfulness, withdrawing, changes in sleep and changes in eating. Young people usually present as being tearful, withdrawn, depressed. Some young people present with somatic complaints, nausea, ear ache, headache etc. In schools, it can display as academic difficulties, absent mindedness, low self-esteem, and obsessive thoughts/behaviours. In younger children, it may display as clinginess, with tears and it would not be unusual to see them revert to behaviour of a younger child.

VULNERABILITY TO HOMESICKNESS

Vulnerability to homesickness is affected by the distance from home, a sense of anti-climax after arriving. The perceived work load once at school is also a factor for some. If there is a genuine physical illness or injury this may exacerbate or induce homesickness as the need to be with family now will be strong.

PREVENTING HOMESICKNESS

Parents should, where possible, involve children to the extent possible in the decision to spend time away from home. This may be for a stay at summer camp, an overnight visit to family or friends without the parents. It is important to include children in the planning stages. Taking part in even the smallest decisions will increase perceptions of control. By contrast, feeling forced to leave home without input into the decision often increases homesickness intensity.

HOW TO SUPPORT A YOUNG PERSON FEELING HOMESICK

Young people should be told,

“Almost everyone misses something about home when they are away. Homesickness is normal. But the good news is that there are lots of things you can think and do to help make things better if homesickness bothers you.”

Some of the strategies that help are:

- Encourage children to make new friends and seek the support of trusted adults. Both kinds of connections ease the adjustment to a new environment. This should prevent socially anxious young people becoming isolated and could encourage them to seek social support, thus reducing the likelihood of feeling homesick.
- Maintaining predictability and perspective with the young person about the time away will also reduce anxiety and help to build trust between parent and child regarding time spent from home.

STRATEGIES THAT DO HELP

- **normalising homesickness**
 - the young person needs to understand that this is nothing unusual, the Boarding Staff have met this before and know what to do to help
- **keeping in contact with the young person, but not to an extreme level**
 - plan definite and set contact times for you to phone them, or them to phone you. Being at the end of a phone 24 hours a day and for every 'bump on the road' can be over-indulgent and does not help the young person build resilience.
- **coaching young people on effective ways to cope**
 - the young person needs to be helped and encouraged to seek advice and to know that we can suggest ways to manage homesickness
- **encourage the young person to speak with a member of boarding staff**
 - tell them that boarding staff WILL help and DO know what to do to help.
- **working on building new social connections**
 - making friends in boarding is vital
- **helping them keep some perspective on the duration of the separation**
 - knowing when they will be boarding from and when they will be going home helps them see boarding as a finite time – not an eternity!
- **involving them with the new environment in meaningful ways that enhance their commitment to it.**
 - Helping the young person to get involved in clubs / societies / events keep their mind active and helps them get more involved in school life.

STRATEGIES THAT DO NOT HELP

- Doing nothing
 - Telling them just to 'toughen up'
 - Talking about homesickness does not make matters worse – in fact the opposite
- Keeping in constant contact (this is discussed above).
 - The young person needs to know that he needs to work at settling himself and with the support of boarding staff
 - Develop set times for contact (but do contact!)
- Telling the young person that they can come home if they don't like it.
 - This often stops the young person even trying
 - This also indicates to the young person that you do not have confidence in either them or the school.

As ever, the Boarding staff are happy to discuss any issues you may have, at any stage.

7. **'CULTURE SHOCK'**

For international students joining boarding, there may be a number of other factors they need to adapt to. Arriving in a new country with all the new changes is called '**culture shock**'.

These factors can include:

- Language Difficulties
 - English may not be a first language, and some students may initially struggle with understanding or speaking English
- Cultural Differences
 - There may be cultural differences in terms of dietary requirements, dress codes, personal or religious observances etc
- The weather
 - UK (and especially Northern Irish) weather can be unpredictable. Although the climate is relatively mild, we can have high rainfall at times and evenings can be cool. We would not usually experience uncomfortably humid weather
- The food
 - Although we cater for specific dietary requirements, new boarders may take time getting used to what will predominantly be a UK cuisine
- Other cultures
 - Living in a boarding community will mean adapting to students from worldwide locations.
- Academic Concerns
 - It may be that the young person will struggle academically having to cope with a new country and all that entails. This will improve.

BUT THERE IS GOOD NEWS.....

Arriving in a new country can be very exciting and although a young person may feel a little overwhelmed at times, this does improve and they WILL settle in to boarding life at Campbell.

- Our boarding staff have much experience working with international students. Many of our boarding staff are also from other countries and cultures, and many have either lived or worked in other countries.
- Our English as an Additional Language (EAL) provision will help pupils develop their English
- The College encourages pupils to still observe their own culture as well as respecting differences.
- Getting to know other students from their country, will help, and there are *a/ways* staff and students who will help.

8. KEEPING THE SUPPORT GOING

COMMUNICATION

Keep in contact with your son. It is important that they know that you will be in contact. Plan appropriate times and methods how you will contact them, and times and methods when they can contact you.

Also, stay in contact with us.

- ❑ **APPENDIX 1** gives you boarding department contact numbers.

We run several social media platforms (Facebook and Twitter) so parents can keep up-to-date with what is happening at the College, and also within Boarding.

- ❑ **SECTION 9** gives you details on how to keep up-to-date with what is happening.

TRAVEL ARRANGEMENTS

Whether travelling to the College or travelling home from the College, please observe the term dates and liaise with the Boarding Department to ensure we know of any arrangements.

HOMESICKNESS

Although this is often thought to be a feeling at the start of boarding, it can occur much later in the term. This can be triggered by family events such as birthdays.

PERMISSION TO BE OFF-SITE / EXEATS

Please stay in contact with the College if you are giving permission for your son/daughter to be off site to visit friends, stay with friends, family or guardians. There may be times when the College feels that the young person is better staying in-house so it is important too, that you support our advice regarding permissions.

ACADEMIC REPORTING

Encourage your son to work hard! You will receive academic reports on a regular basis and young people appreciate communication from home at this time.

9. KEEPING UP-TO-DATE WITH WHAT IS HAPPENING

At Campbell College we have a number of Social media platforms that help parents (and guardians) keep in touch with what is happening at the College, and also in Boarding.

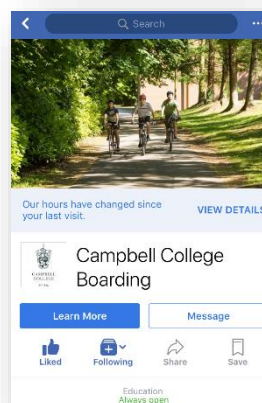
We post details of events on the College website and also we have a termly calendar of events.

There are also a number of social media platforms we use such as Facebook and Twitter:

Campbell College Facebook



Campbell College Boarding Facebook



Campbell College Twitter



CCB Boarding Twitter



There are several other Facebook and Twitter feeds we use for subjects, clubs and societies and sports.

APPENDIX 1

BOARDING CONTACT DETAILS



JUNIOR BOARDING MOBILE

07496 441178



SENIOR BOARDING MOBILE

07583 218844

HEAD OF BOARDING

Mr Bert Robinson

Office: Tel: 028 90764122

Mobile: 07583 218844 (Senior Boarding Mobile)

Email: brobinson317@campbell.belfast.ni.sch.uk

ASSISTANT HEADS OF BOARDING

Mr John Rea (Years 8 – 10)

Mobile: 07930 850743

Email: jrea304@campbell.belfast.ni.sch.uk

Mrs Wendy Pearson (Years 11 – 12)

Mobile: 07947 316120

Email: wpearson859@campbell.belfast.ni.sch.uk

Mr Jonathan McNerlin (Years 13 – 14)

Mobile: 07908 444661

Email: jmcnerlin246@campbell.belfast.ni.sch.uk

APPENDIX 2

ROLES AND RESPONSIBILITIES OF PARENTS WHO HAVE APPOINTED A GUARDIAN



The Guardianship Agreement form is available from the Admissions Department and may be printed off the College Website

All boarding students whose parents live internationally (or in the UK where significant travel is involved) should have appropriate guardianship arrangements in place to allow them to be hosted outside the College environs during those times when the Boarding Department is closed, in the event of illness, for disciplinary reasons, or in an emergency.

Guardians will be appointed by the parents to act 'in loco parentis' (in the place of a parent) and must be able to respond readily to an urgent call to be at the College on behalf of their charge(s).

PARENT RESPONSIBILITIES

Parents should maintain regular contact with their son and his guardian, especially when he is staying with the guardian.

Parents **must** ensure that

- Guardians know and agree to the responsibilities stated in this document
- The accommodation is suitable, safe and clean
- Mealtimes and bedtimes are agreed and adhered to
- Their son has an appropriate level of privacy and should have his own bed (and preferably bedroom). He should not be sharing a room with children of the opposite sex or where there is a significant age difference
- To keep in regular contact with their son to ensure he is being well cared for
- To ensure their son knows how to contact a responsible adult should he have any concerns

GUARDIAN RESPONSIBILITIES

Given below is some guidance developed by the College for appointed Guardians, to ensure that pastoral partnership between the Guardian and the College works as smoothly and effectively as possible. It is not an exhaustive list, but it covers the main points.

- The contact for all Guardians is the Head of Boarding (or the Assistant Heads of Boarding), and they should contact the College if any concerns exist.
- Parents and appointed Guardians should ensure that the information provided to the College is accurate and kept up-to-date especially in the case of contact numbers; changes should be forwarded immediately to the College office.
- **Guardians should inform the College if they intend to be away from home on holiday or business, and provide alternate contact numbers, approved by parents. We must have a safe point of contact at all times in case of emergency.**
- There are special occasions when Guardians may wish to support their charge; whilst at the College he/she may participate in School concerts, productions and matches. Guardians are always welcome to attend – it means a great deal for students to know that their performance may be watched by their own special visitor from outside.
- If a Guardian wishes to host their charge for a weekend or during holidays, the College should be informed. Students greatly enjoy, and benefit from, the experience of spending the occasional weekend out of school in the company of their guardians/friends.
- In the event of illness, the College has a Matron on duty during the day and Housemothers who are first-aid trained to care for pupils when they are unwell; however, if a student is too ill to attend school, Guardians must be prepared to accommodate their charges in these circumstances.
- If you have any concerns regarding a Child Protection issue, please contact the Head of Boarding or a Designated Teacher at Campbell. Advice may also be sought from PSNI or Social Services.
- **ACCOMMODATION / SUPERVISION**
 - Accommodation should be well clean, well-appointed, with enough space to provide dignity and privacy.
 - Students must have their own bed and should not share rooms with children of the opposite sex, or where there is a significant age difference. There should be no more than 2 students sharing a bedroom.
 - The accommodation should have the same level of safety equipment, such as smoke alarms, that would be evident in any household with children.
 - Meal times and bed times should be agreed and adhered to.
 - At all times the student(s) should be supervised.
 - The student should have access to a telephone at all times



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GUARDIANSHIP AGREEMENT

PARENTS OF BOARDERS MUST NOMINATE A GUARDIAN AS PART OF THE COLLEGE'S ADMISSIONS PROCEDURE.

- **Section A** must be completed by the **Parent**
- **Section B** must be completed by the nominated **Guardian**
- You should **keep the information document** for your reference but return **this** form to Campbell College (The information section is also available in the Boarding Handbook and on the College Website)

SECTION A **MUST BE COMPLETED BY THE PARENT**

STUDENT NAME: _____

YEAR: _____ DATE OF ADMISSION: _____

I NOMINATE THE FOLLOWING TO ACT AS GUARDIAN FOR MY SON

GUARDIAN'S NAME: _____

ADDRESS: _____

HOME NUMBER: _____

WORK NUMBER: _____

MOBILE NUMBER: _____

E-MAIL ADDRESS: _____

RELATIONSHIP WITH STUDENT: _____

I declare that I have read and understood the responsibilities of Parents and Guardians

SIGNED: _____ DATE: _____

(Parent)

SECTION B **MUST BE COMPLETED BY THE NOMINATED GUARDIAN**

*PLEASE ENSURE THE CONTACT DETAILS IN SECTION A ARE CORRECT
THE PARENTS AND THE COLLEGE SHOULD BE INFORMED IF ANY OF THESE CHANGE*

STUDENT NAME: _____

GUARDIAN NAME: _____

*I declare that I am willing to take responsibility for the named student in the case of illness,
holiday or disciplinary reasons.*

I declare that I have read, understand and agree to the responsibilities of Guardians.

SIGNED: _____ DATE: _____
(Guardian)

OFFICE USE ONLY

DATE FORM RECEIVED: _____

DATE FORM APPROVED: _____