



## Boarding Principles and Practice at Millfield

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THIS POLICY APPLIES TO MILLFIELD.

### The Philosophy of Boarding at Millfield

Millfield is a full boarding school and therefore in many cases fulfils the role of parent for the boarders present. This role is delivered in a compassionate and supportive way and although the school is a very busy place there is time for the creation of a family atmosphere amongst the boarding community.

Millfield boarding seeks to inculcate a sense of respect, humanity and moral courage in all its students and at the same time recognise that all will need resilience in facing the challenges that school and life will bring.

By creating a tolerant and child-centered environment, staff at Millfield are best placed to guide and shape the lives of the youngsters in our care.

### Boarding Principles and Practice at Millfield

The boarding community at Millfield is a varied and diverse one. There are significant numbers of UK boarders as well as overseas students. Students have many different backgrounds and needs, and it is the stated aim at Millfield to be able to treat all boarders as individuals and provide an environment in which all may flourish.

#### Boarding at Millfield is based on the following principles:

- The development of the whole person physically, spiritually, intellectually, morally, socially and emotionally in an atmosphere of positive encouragement
- Mutual respect and the right to be treated as an individual
- The right of the individual to not suffer any form of abuse
- An equality of opportunities
- The right to privacy
- Supportive links with parents and guardians.

In addition to addressing physical needs and a sense of security and safety, each House seeks to contribute to its students' development in their sense of belonging, self-esteem, self-respect and self-realisation.

#### Aims and objectives

- To develop positive relationships between boarders, staff and parents
- Provide a range of experiences and opportunities and conditions that will encourage self-development physically, spiritually, intellectually, morally, socially and emotionally
- Develop an open and trusting ethos in which boarders are confident that they will be treated with respect as an individual
- Create an atmosphere in which any form of bullying would have difficulty flourishing
- Develop a sense of responsibility for self, others and the environment

- Develop boarders' qualities of leadership and the ability to work as part of a team

These aims and objectives are continually reviewed against the Millfield Strategic Plan.

## **Organisation of Boarding at Millfield**

### **Houses**

There are twelve Houses on campus;

Acacia, Martins, Abbey, Kernick, Portway and Southfield for girls;

Orchards, Keen's Elm, Etonhurst, Joan's Kitchen, Holmcroft and Millfield for boys.

There are three Houses just outside campus but are considered campus Houses;

Butleigh and Shapwick for boys;

Warner for girls.

Kingweston, Walton and St Anne's are known as the 'Country Houses'.

### **Staff**

Details of staffing models and rotas are held by Assistant Head (Pastoral) and Head of Pastoral Compliance. At Millfield it is expected that the House staff will deal with any matters that arise after school hours. Should further advice/assistance be required then they would call upon the Assistant Head (Pastoral), Head of Pastoral Compliance, Boarding Development Manager or another member of SLT as appropriate.

All Duty Rotas will be published in all Houses, and it will be clearly stated who is on duty at any given time. All boarders should enter House numbers on their mobile phones so that they may contact staff quickly.

## Procedures Common Across All Houses

### Meals

All meals are served in the dining room (with the exception of some halal meals and the Country Houses who take some meals in House). Times of meals are set by coordination between the Catering Manager and the Assistant Head (Pastoral). Attendance at breakfast is compulsory and there will be provision made for all boarders at all meal times.

The timings for meals are as follows (Y10 -13)

Meal	Day	Time
Breakfast*	Monday to Saturday	7.15-8.25am
	Sunday brunch	11.30am-1.30pm
Lunch	Monday to Saturday	12.20-1.45pm
Supper	Daily (inc Sunday)	5.30-6.45pm

\*All campus Houses will register their students between 7.15am and 8am to ensure timely entrance and exit from the dining hall.

Timings for Y9 meals are set by the Director of Year 9 in conjunction with the Catering Manager and Assistant Head (Pastoral).

### Signing out

All Houses operate a signing out procedure for the safety and security of boarders.

### Town Leave (Y10 – 13)

Boarders will be allowed to leave the school to visit Street with permission from House staff (a chit system exists for students in Year 10 and Year 11). This will only be put in place once all students have been given a tour of the area by Housemaster/mistress or appropriate member of staff. Guidelines for the Houses are as follows:

- It is recommended that students will go in groups no smaller than three
- Students will sign-out in the usual way and also sign-in in the usual way
- Houses will hold the mobile phone number of the students concerned
- Students will carry with them a card with the House phone number on it or enter the House numbers into their mobile phones in the case of emergency.

Town leave for Y9 will be set by the Director of Year 9 at appropriate time during the academic year.

### Registration

Each House will ensure that there are registrations and records of registrations. These records are kept for a minimum of two years. There will be a full registration in House at the beginning of every day; at 7pm and also before lights out. Staff should complete registration, not students. There will be at least three registrations on each day over the weekend; these will be carried out in accordance with the above.

### Missing Boarder Procedure

Should a boarder miss a registration without prior permission the following procedure will be carried out in the order listed:

- The member of staff responsible for the registration will check the House log and day sheet for further information
- The member of staff responsible for the registration will make contact with other staff and the Medical Centre
- The member of staff responsible for the registration will alert the appropriate Housemaster/mistress and/or Assistant Housemaster/mistress.
- Staff will organise a search of the surrounds of the House immediately and make every attempt to contact the boarder
- Staff may feel it important to phone parents to ascertain whereabouts and/or to inform them of the issue
- On an unsuccessful search the Housemaster/mistress will contact SLT, preferably the Assistant Head (Pastoral), Head of Pastoral Compliance and/or Boarding Development Manager.
- SLT will then make a judgment based on time missing, student involved, circumstances of the absence and then either a) request a second search of the area b) request a search of the local environment or c) telephone the local police.

### **Exeats**

Any boarder wishing to stay away from the House over the weekend should follow the exeat procedure as in the policy handbook, and HsMs should register the exeat on the appropriate forms. HsMs will monitor the number of exeats in accordance with exeat guidelines.

### **Rewards**

A full description of the school's rewards is to be found in the Behaviour Policy. Members of the House are awarded their House Colours and Prefectships. In addition, trips or 'dining out' nights might be used as rewards. At present this is done at the discretion of the Housemaster/mistress and is regularly reviewed.

### **Sanctions**

Any sanctions taken should lead to reflection of the offence and encourage a change of behaviour. Punishment is always at the discretion of the Housemaster/mistress within the framework that the Behaviour Policy provides. This has been agreed with all boarding Housemaster/mistresses. In all cases the actions of all staff must be in accordance with Millfield disciplinary procedures, and the appropriate policy for the offence.

Recurrent offenders will be referred to Head of Year and, where necessary, a member of the Senior Leadership Team. Incidents will always be logged on ISAMS and further action agreed. Where a misdemeanour or a pattern of misdemeanours appear to be a reaction to abuse, appropriate action will be taken in line with the Millfield Safeguarding and Child Protection Policy.

Major misdemeanours must be dealt with immediately – depending on the severity by the Housemaster/mistress, Head of Year, appropriate member of SLT or the Head. These incidents may require a disciplinary meeting with boarder and parents as appropriate. When major misdemeanours occur at the weekend it is the expectation that Housemaster/mistresses will refer to the Deputy Head (Pastoral) immediately.

In the case of repeated or serious misdemeanours which disrupt the education of other boarders, the individual concerned may be suspended from school. If the behaviour does not improve they may be removed from the House permanently. This will only take place as a last resort and after meetings with the Head.

## Sanctions Guidance

The following table is guidance agreed by Housemaster/mistresses as the appropriate action for the level of offence. It is always accepted that there may be circumstances where a Housemaster/mistresses discretion is used, but this will be clearly recorded and justified.

Level	Possible Offence	Suggested Action
<b>1 – Staff Intervention</b>	<p>First time low level misdemeanours</p> <p>E.g. disobedience in house Lateness Rudeness in house General slovenliness</p>	<p>Dealt with by the member of staff on duty</p> <p>Level 1 sanction (reminder of house expectations; warning over future conduct by HsM/AHsM)</p> <p><i>Logged in the sanctions section within Onenote by HsM/AHsM</i></p>
<b>2 – House Detention (Gating)</b>	<p>Continued low level misdemeanours and/or repetition of the above</p> <p>More serious offences (e.g. out of bed after lights out, rudeness to staff, inappropriate behaviour around house, poor conduct and/or out of room during prep, late back from campus, inappropriate use of devices)</p>	<p>House Detention (<i>Gating</i>)</p> <p>Potential sanctions to include: extra kitchen duties, dining room duties, loss of campus time, loss of weekend/trip privileges, electronic devices handed in, laundry night duty</p> <p><i>Logged in the sanctions section within Onenote by HsM/AHsM + enter onto iSAMS when sanction completed</i></p>
<b>3 – Referral I</b>	<p>Continued defiance and repetition of the above as well as....</p> <p>E.g. alcohol, smoking, vandalism, scuffling, off campus when not permitted, discriminatory language,</p>	<p><i>Referral I to Head of Year</i></p> <p><i>Enter onto iSAMS immediately</i></p>
<b>4 – Referral II</b>	<p>Serious disciplinary matter and serious cases of above</p>	<p><i>Referral II direct to Deputy Head (Pastoral) at evenings and weekends</i></p> <p><i>Head of Year to be informed</i></p> <p><i>Enter onto iSAMS immediately</i></p>

	<b>E.g. bullying, fighting, AWOL after lights out, YPSI, drug &amp; more severe alcohol offences</b>	
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The contact is 01458 444585 for weekend emergencies. The Deputy Head (Pastoral) contact is 01458 444473 and 07803660841 for weekend disciplinary issues.

### **Lateness and Out of Bounds**

Lateness back to House is an anti-social act and will be dealt with in House; however, persistent lateness will be dealt with as defiance.

The act of being 'out of bounds', thereby being in a prohibited space at an inappropriate time is a serious offence and will be referred to the Head of Year following an interview with Housemaster/mistress. The act of breaking out of a boarding house after 'lights out' is a more serious 'out of bounds' offence and will be dealt with by members of SLT and is likely to result in suspension. An act of 'out of bounds' is likely to invoke the missing boarder protocol.

### **School policies**

All staff within Houses adhere to whole School Policies on matters such as Behaviour Policy, Drugs, Alcohol, Anti-bullying, Health and Safety, Fire and Complaints Procedures. Appropriate policies will be clearly displayed in Houses.

### **Health and Safety**

Within the first 48 hours of all terms the Houses will carry out procedures as highlighted in the First 48 Hour of Term Checklist. All Houses will follow Health and Safety Guidance as set down by the Millfield Health and Safety Policies. There will be a representative from boarding at the Health and Safety Meeting (this is usually the Head of Pastoral Compliance).

### **Health and Safety - Rules for electrical equipment**

As electrical and electronic equipment in studies and student dormitories can present Health and Safety risks, we impose the following restrictions:

Allowed	Not Allowed
Computer/laptop/iPad Hair styling appliances Charger(s) Radio/stereo Electric toothbrush or shaver British Standard fused slab lead	Games consoles Large screen PC monitors TV screens Large (high volume) speakers Kettle Rice cooker Plug in air freshener Iron Fridge Heater Fan Microwave Fairy lights (battery operated permitted) Non British Standard transformers Electric blanket

Further advice is available through the Health & Safety Advisor and guidance with regards electrical items can be found on the Health and Safety Intranet site. Houses are responsible for updating their electrical items register (in line with Electrical Procedure and Guidance).

#### **Fire Procedure after 4pm**

During the school day all boarders follow the whole school Fire Procedure. After 4pm the following will happen:

- If a fire alarm should sound in the boarding house the boarders will leave the building and assemble in the published areas
- If a fire alarm should sound in the body of the school, all boarders are to return to House to be registered.

For all information on fire, use this link: <https://xtranet.millfieldschool.net/health-and-safety/fire-safety>

#### **The condition of rooms**

All rooms must be left tidy each morning so as to allow easy access for cleaning staff who ensure the cleanliness of the building.

#### **House Security**

All Houses have keypads at the main entrance and codes will be kept confidential to those in the boarding or amongst SLT.

#### **Returning to House**

Members of the boarding community are permitted to return to their Boarding Houses at break time, lunchtime and after school. There will always be a member of staff on duty in the house, usually a matron. Students in the Upper Sixth are also permitted back to the House in free periods 3, 4 and 5 and once again there will be staff in the House who are easily contactable at these times.

## **Prep**

From the Prep Policy:

Boarding Housemaster/mistresses (with assistance from duty House staff) should:

- *Organise prep time in Boarding Houses each weekday evening during term for a minimum of 90 minutes (typically from 7.15 pm)*
- *Create an ethos and working environment within Houses that supports the academic work of all students; during prep time, boarders will be in the appropriate spaces, the House will be quiet and staff supervision good.*

## **Evening and Weekends**

For boarders, there is a specific time set aside each evening for them to complete their prep. Students are registered at 7pm and prep commences after a short house meeting, until 8.45pm (earlier prep times for Y9), 6<sup>th</sup> Form students may work in the library provided they follow the guidance published separately. The Art Department is open through the week for students studying Art or Photography at A Level, and students can access this through the Head of Art and by following guidance published separately.

House trips may include visits to shopping centres, parks, bowling, cinemas or towns or cities of particular interest. Standard risk assessments on such trips are carried out by the member of staff taking the trip. It is understood that on week nights academic work should take priority and thus trips should not be arranged without prior knowledge of the Assistant Head (Pastoral) who will keep a record of such occurrences. Trips may also be arranged by Head of Year or other resident staff and involve boarders from a variety of houses.

The Millfield Boarding Programme is a series of activities through the week covering physical and cerebral challenges. Students opt for an activity e.g. swimming, dodgeball and other areas new to them. The Chindit League is a highly popular and competitive football tournament played between the houses at junior and senior level on the campus astro or on house courts. Games are played at least once per week.

Millfield ensures that there is always a diverse range of exciting and engaging events at the weekends. Various Saturday evening socials are held periodically throughout the course of the year; these would typically include live music, formal dinners, student DJ nights and quiz nights in the Sixth Form Club. Cinema nights and 'hops' for junior students are held regularly and this is supplemented by the many cultural events that Music and Drama Departments hold on Saturday evenings. On Sundays houses often take trips, events or can use the swimming pool or other sporting facilities. There is a regular trip to Yeovil Cinema for all boarders on Sundays.

## **House Handbooks**

Due to the differences in age range and circumstances within each House there are some variations in everyday routines and ethos. As a result, each House develops its own identity, whilst operating within our stated framework. House Handbooks are produced by each House to outline House Rules and Procedures. Each House has information (in a handbook and/or on the notice board) containing:

- The House personnel. Staff attached to the House and students in positions of responsibility (Prefects)
- Brief description of the duties and responsibilities of House Prefects
- Student names and room numbers
- House assembly and registration times and locations

- The House routine from morning registration to bedtime and the staff (& students) on duty throughout the week
- Explanation of the expectations for prep time and campus time
- Details on relevant signing out procedures outside the timetabled school day and what areas may be visited
- Details on Town Leave
- Details on procedures to deal with visitors to the House
- Fire exits, extinguishers, assembly points & the procedures on evacuating the House in case of a fire at night
- Procedures in case of an emergency in the House
- Health and Safety
- The procedures for Evening Duty.

### **Induction of New Staff**

Staff who are new to a position within boarding will follow a structured induction process detailed separately. Any concerns should be raised with the relevant House staff and details passed to the Assistant Head (Pastoral). Staff within the boarding community are also encouraged to attend BSA organised courses.

### **The Views of Boarders**

The School Council takes the views of boarders and represents them. In addition each house should hold termly minuted House Council meetings in line with the House Council Policy where representatives of each year group within the house are able to express views about house or school matters in a safe environment. The house council is elected through a democratic vote by the members of each year group within the house. Each House should also have a suggestion box or equivalent anonymous process, which is checked by Housemaster/mistress regularly, and also hold House meetings.

The Assistant Head (Pastoral) will meet student Heads of House once every term. The meeting will be a training event to cover Child Protection and Anti Bullying.

There will be Catering Committee, Charity Committee and Eco Committee meetings held every half term and all Houses have a student representative on these committees. Head of Pastoral Compliance and Support will also visit each house at least once per term.

### **Chapel**

Each House will attend a House Chapel once every year. There are whole school and year group services that all are expected to attend. In addition, boarders may use the Chapel at any time for reflection. Chapel services also occur on Tuesday, Thursday and Sunday and all are welcome. The Chaplain will publish the times and the purpose of Chapel services.

### **Welfare Support Services to Boarders**

Millfield is a diverse community with many members of staff (both teaching and non-teaching) who are approachable and well versed in assisting students in their welfare. Boarders may access Housemaster/mistress, and Assistant Housemaster/mistress as a first point of contact, when in the boarding house, both are in residence. During the day boarders may access the house matron, who reports to HSM and AHSM. All boarders have a Group Tutor who is accessed daily, and can report to the Assistant Head of Year or Head of Year on academic matters, or the HSM on other matters. All students may access Mrs Weston (Deputy Head (Pastoral)) if they are concerned about their own welfare, or if they have a concern or suggestion with regards boarding provision.

The Designated Safeguarding Lead (DSL) is Mr Collins, and the Deputy Designated Safeguarding Leads (DDSL) are Mrs Ellison, Mr Whatling, Mr Middleton and Mrs Weston. Additional details on the School Welfare services are given in the school Safeguarding and Child Protection Policy.

First point of contact for medical advice is Mrs J Berryman in the Medical Centre - details on medical services available to boarders are given in the Medical Care Policy. Counselling is available through liaison with the Medical Centre.

If it is judged that a student will benefit from counselling then the Housemaster/mistress may discuss this with the Medical Centre and devise a strategy to advise the student. The student always has the right to refuse counselling, and in this case we reserve the right to discuss alternatives with parents. Details of the Counselling Service, Childline, ISI and The office of the Children's Commissioner (Anne Longfield) will be prominently displayed in Houses.

Boarding staff are encouraged to attend courses designed by the Boarding Schools Association to support the welfare of our students. The Deputy Head (Pastoral), Assistant Head (Pastoral), Head of Pastoral Compliance and Support and Boarding Development Manager all keep the boarding community updated with information and advice from the BSA and are available to mentor candidates on both the Professional Development Certificate and Diploma courses

The Independent Listeners are Mr and Mrs Cookson, phone numbers will be displayed in Houses.

### **Care of the Ill Boarder**

All boarders must be registered with the School Medical Officer in accordance with school policy on Medical Care. Details of medication prescribed to students in Y9/10/11 will be passed to the relevant Boarding House. This information must be kept in a file which is accessible to the Boarding Staff. Details of medication prescribed to L6 and U6 students will be held in a file at the Millfield Medical Centre.

Details on the procedure for gaining access to medical advice from the Medical Centre are posted in each House. All Houses will assess needs before sending boarders to the Medical Centre, this is known as House Surgery and occurs every day (junior students will not access the Medical Centre unless sent by the appropriate member of staff). The Medical Centre will communicate via e-mail to the appropriate House when medicine is administered. Details of medication issue in boarding houses will be recorded electronically, with the Medical Centre having access to this information.

It is the Boarders' responsibility to carry relevant emergency medication (e.g. Epipen, anti-histamine, inhalers and diabetic medication) at all times. All Houses have areas to securely store first aid equipment and 'over the counter' remedies as listed in the General Boarding Handbook. Boarders' individual medical records are held in the Medical Centre. Any unused medication must be returned to the Medical Centre who will then arrange for its disposal. The Medical Centre will offer training for all house staff on administration of medicines and emergency medical procedures in house.

The Medical Centre keeps a file of student health declaration forms for boarders who are self-administering and where their medication is kept. This file is made available to duty staff in the House so they can deal with relevant medical emergencies. Housemaster/mistresses should keep a file of Medical Protocols. Parents/boarders should inform their Housemaster/mistress or the Medical Centre if a boarder has been ill during the holidays or/and exeat and advise on medical input received.

### **Medical Emergency Procedures (including First Aid)**

In the case of a medical emergency staff will follow the following protocol:

- Member of staff investigating the emergency will assess the situation
- If the situation is life threatening contact the emergency services on 999. It is the responsibility of the attending staff member to make this call
- Member of staff will either contact one of the designated school first aiders (list and location in Boarding Handbook) or Housemaster/mistress who will contact the relevant level of care
- The Medical Centre may be contacted on extension 6220
- Housemaster/mistress should be alerted in any case that requires medical care (either Medical Centre or A&E)
- Any student transported to hospital via ambulance must be accompanied by an appropriate adult, ideally a member of their house staff or in line with sports injury protocol
- Deputy Head (Pastoral) and Assistant Head (Pastoral) should be contacted in the case of admission to hospital and parents/guardians will be informed by the Medical Centre

### **Chronic Care and Disability**

The Medical Centre will communicate with house staff on all cases and inform the house generated Welfare Plan. All Houses will hold a standard first aid kit. It is the responsibility of house staff to check the contents of the kit and order replacement items as required via the intranet. All houses will hold a supply of OTC medication issued by the Medical Centre. Replacement medication must be ordered via the intranet. At the end of each academic year all OTC items in house are returned to the Medical Centre, and a new set of medications issued. All Houses will hold emergency contact details (and some Medical Records) on each boarder.

### **Storing Information on Boarders**

The Housemaster/mistress is responsible for keeping up-to-date and accurate records on all students in the House. Information may be held in paper format and/or electronically. Where there is a need, all boarders may have an individual Welfare Plan. This personal information is kept private and access to it is strictly controlled. The Group Tutor will also hold a file of information on students and both should be contacted if a full investigation into the student will be carried out. All changes to students' information should be passed through to administrative support who will maintain the accuracy of student details on the school database. Each student also has a file with the Head's PA, Mrs Jane Raven.

### **Banking for Boarders**

All boarders are encouraged to bank cash in the House and/or use a bank in Street. Accurate records of withdrawals and balances must be kept and be available for inspection. Withdrawals will only occur in the presence of the boarder.

### **New Boarders**

It is important that new students are made aware of the School Rules at the earliest opportunity in the academic year. The Boarders Induction Procedure gives clear guidelines as to the process of induction of all boarders new to Millfield. There will be no initiation ceremonies performed in Houses.

### **Admissions Criteria**

All admissions to Millfield are dealt with by the Registrar. Matters relating to school fees are dealt with by the Registrar, Head and Bursar. It is hoped that all boarders would come to Millfield for a tour of the School and a Boarding House.

All prospective boarders are issued with copies of our prospectus and all relevant information. Students or students who are looking to change status from day to boarding will discuss this with their Group Tutor; they will also be met by their prospective Housemaster/mistress to assess their suitability to join the boarding community.

### **House Refurbishment**

Fabric and furniture in the House which requires refurbishment should be noted and passed to the Director of Estates. Damaged furniture should be removed as soon as possible from the House area. If the damage is found to be malicious then the perpetrator will be subject to disciplinary action. Charges will be made for damage caused by boarders. All 'indents' reporting damage should go directly to The Estates Department via the electronic system.

### **Funds**

House budgets are allocated by the bursar and Houses are in control of the expenditure. All Houses will keep accurate records of all expenditure and deposits. Records will be audited annually.

### **Marketing of Boarding**

All staff are expected to be committed to the development of boarding at Millfield. The Housemaster/mistresses Meeting regularly reviews methods by which we can improve the boarding experience and increase boarding numbers at Millfield toward the target number for each House. The Assistant Head (Pastoral), Head of Pastoral Compliance and Support, Boarding Development Manager Head of Marketing and Registrar will work closely to market boarding externally.

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