



**POCKLINGTON
PREP SCHOOL**

Ages 3 to 11

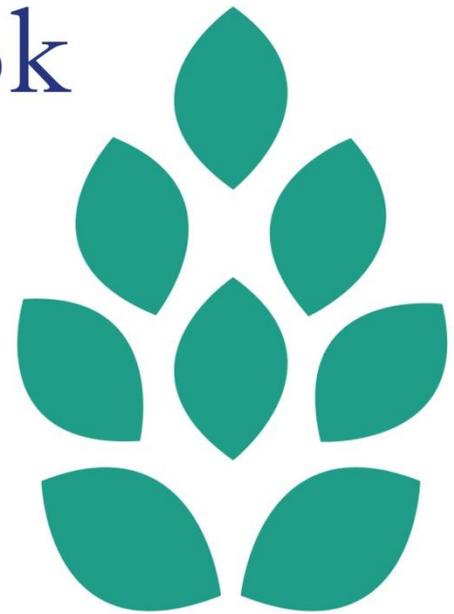


**POCKLINGTON
SCHOOL**

Ages 11 to 18

Boarders' Parents and Guardians Handbook

Information
for parents and
guardians of
boarding pupils



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Please note: This Handbook supplements both the Handbook for Pupils and Parents
and the Pocklington School Sixth Form Handbook

Welcome

A very warm welcome to Pocklington School's boarding community. Boarding is a great experience, packed with wonderful opportunities for students of all ages. The safety, happiness, welfare and academic progress of your son or daughter are at the core of all we do. Housemasters, Housemistresses and their dedicated teams are committed to doing all they can to make each and every boarder's time at Pocklington an enriching one, full of friendship and fun.

Please do not hesitate to contact the school as you need. Routinely, your first point of reference would, of course, be your Boarding Housemaster or Housemistress, perhaps via the member of staff on duty. However, as the Foundation Manager responsible for Boarding, I am also available for parents or guardians to contact over any other matters. (See page 6 in this Handbook for further details on contacting the school).

This Handbook is designed to collate and to give clarity to the many aspects of organisation and procedures that you will undoubtedly come across as boarding parents and guardians. I do hope that you find it useful.

Pocklington is a wonderful place in which to live and work – a privilege we all enjoy. We wish all our boarders a very happy and successful time with us at Pocklington School.

Mr Martin Davies
Pastoral Director
September 2019



Twitter: @PockBoarding

Boarding Principles

Boarding has played an important part in the history of Pocklington School. Many of our greatest alumni were indeed boarders themselves. For those of us who have lived and worked in a boarding environment, whether currently or in the past, boarding at Pocklington has a special atmosphere and character that embraces, nurtures and celebrates the individuality and talents of all our boarders.

As a key part of the Pocklington School Foundation, boarding is based on the following principles:

- Boarding promotes the development of the whole person.
- Boarding is based on mutual respect and a sense of responsibility for oneself and others within the community. There is an atmosphere of trust in which pupils feel confident that they will be treated with respect by other pupils and by staff.
- Boarders should be able to work, play and relax free from pressure, teasing or intimidation from others or from bullying or abuse. Positive, friendly relationships are established in which boarders feel safe to approach staff or other pupils to seek encouragement, advice and support.
- Individual differences are valued. There is equality of opportunity and respect, regardless of ethnic, cultural or religious background, or of gender or disability.
- Boarders should be able to develop intellectually in an atmosphere of positive encouragement, where effort is valued, conditions are conducive to work, well-structured routines are in place and there is access to staff, facilities and participation in activities.
- Boarding seeks to develop boarders' qualities of leadership and their ability to work as part of a team.
- Boarding makes a significant contribution to the expression of individual talents promoting each boarder's moral, social, cultural and physical development through a range of activities, hobbies and opportunities, appropriate to age and maturity. Boarding seeks to provide well-maintained accommodation which is comfortable, homely, appropriate to age and maturity, and which provides adequate levels of privacy.
- Living together in a community requires tolerance and consideration, and boarders and staff acknowledge the need for privacy (this applies to boarders and staff alike).
- Boarding safeguards and promotes the welfare of pupils, by providing an environment which is, as far as possible, free from physical hazards and the danger of harm of any sort.
- The school sees positive relationships and links with boarders' parents, families and guardians as a vital part of the development of each pupil.
- The importance and value of boarding to the Foundation as a whole, the welfare of pupils and the development of boarding staff are matters of active interest to the Governing Body of the school.

BOARDING AND PASTORAL STAFF FROM SEPTEMBER 2018

Dolman House (Pocklington Prep School to 3rd Year boys)

Mrs N Bradshaw	Housemistress
Mr C Lambert	Resident Boarding House Tutor
Mrs G Briggs	Non-resident Boarding Assistant
Mrs M Percy	Non-resident Boarding Assistant
Mrs R Walton	Non-resident Boarding Tutor
Mr D Anderson	Non-resident Boarding Tutor
Ms C Hayward	Non-resident Boarding Assistant
Mrs A Woodcock	Day Matron
Mrs M Blenkin	Housekeeper
Mr A Copley	Boarding Tutor Support (resident on site)

Fenwick-Smith House (4th Year to Upper Sixth boys)

Mr P M H L Dare	Housemaster
Mr T M Loten	Resident Boarding House Tutor
Dr H L Andrews	Resident Boarding House Tutor
Mr H Perham	Resident Boarding Assistant (resident on site)
Mr J Wheeler	Resident Boarding Assistant (resident on site)
Mr A Copley	Non-resident Tutor (resident on site)
Mr R Parker	Non-resident Tutor
Mrs K Burnside	Day Matron
Mrs S Terry	Housekeeper

Faircote House (5th Year to Upper Sixth girls)

Miss C Thackray	Housemistress
Mrs A J Chenery	Resident Boarding House Tutor
Miss R Shepherd	Resident Boarding House Tutor
Miss L E Clarke	Non-resident Tutor
Miss B E Rees	Non-resident Tutor
Mrs J C Dowson	Day Matron
Mrs A Draser	Housekeeper
Miss E Robertshaw	Resident Boarding Assistant (resident on site)

Orchard House (Pocklington Prep School to 4th Year girls)

Mrs C Hall	Housemistress
Miss E Kendra	Resident Boarding House Tutor
Miss G Hird	Resident Boarding Assistant (resident on site)
Miss E Robertshaw	Resident Boarding Assistant (resident on site)
Miss H Young	Non-Resident Tutor
Mrs B King	Day Matron and House Keeper
Mrs W M Marriott	Domestic Staff
Mr A Learmonth	Resident Boarding Assistant (resident on site)

Note: Boarding pupils are registered each morning by their day House Tutor.

The Day Housemasters/Housemistresses are given below:-

	Dolman	Gruggen
Sixth Form	Mr G J Shephard	Mrs H T Alexander
Middle School	Miss L E Clarke	Mrs A Bond
Lower School	Mr S Spruyt	Mrs L J Walker
	Hutton	Wilberforce
Sixth Form	Miss A Sargeant	Miss B E Rees
Middle School	Mr A W F Hall	Mr I Hashim
Lower School	Mr C Braidwood-Smith	Mrs R H Brennan

Pastoral Director: Mr M J Davies

Head of Boarding: Mr S J Greaves

Relevant Foundation, Pocklington or Pocklington Prep School Policies

There are a number of relevant policies (listed below) that parents or guardians may find of interest or use. “Foundation” Policies cover both the Prep School and Pocklington Schools jointly whilst “Prep School” or “Pocklington” based policies are relevant for the respective school only. Please also see the Pocklington “Handbook for Pupils and Parents”.

The policies can be found on the school website and can be accessed via the area listed as “School Policies” on the Pocklington or Prep School Home page. Please do not hesitate to contact the relevant school should you require any further guidance.

In the Pocklington School (School Policies) area of our Website:

- ❖ Anti-Bullying Policy and Procedures to Counteract Cyberbullying.
- ❖ Pupil Involvement in Smoking, Alcohol and Dealing with Legal and Illegal Substances.¹
- ❖ Information and Communication Technology (including the Acceptable Use Policy).
- ❖ Rewards and Sanctions Policy.
- ❖ Educational Visits*¹
- ❖ Pupil and Parent Handbook.
- ❖ Child Protection Policy*¹
- ❖ Safer Recruitment Policy*¹
- ❖ Complaints Procedure¹
- ❖ Permission for absence.

Also please note: Promoting Good Behaviour and the School Rules (see Pocklington School Calendar) and Assessment and Reporting – see Assessing Attainment under ‘Other Policies and Procedures’.

In the Prep School (School Policies) area of our Website:

- ❖ Prep School Behaviour Policy.
- ❖ Prep School Anti-Bullying Policy.
- ❖ Prep School Parents’ Handbook.
- ❖ Prep School Pre-Prep – Parents’ Handbook.
- ❖ Complaints Procedure¹
- ❖ Educational Visits*¹
- ❖ Child Protection Policy*¹
- ❖ Safer Recruitment Policy*¹

Meanwhile, a number of non-regulatory policies also appear in each location. A statement of the ‘Aims, Values and Practice’ of our Foundation appears on the front page of the website and is printed in the Prep School and Pocklington School Calendars.

¹ Foundation Policies referring to children in both schools.

*Statements only

Safeguarding Children and Access to the Boarding Houses

We operate a number of policies regarding the Foundation's careful safeguarding of all the children in the school, both day and boarding. We take security very seriously.

Direct access to the Boarding Houses is reserved for pupils and staff only, and digilock security key pads operate on all external doors. CCTV cameras are in surveillance operation.

We therefore require that parents, guardians or adult friends of the family, do not enter the Boarding Houses without first speaking with the member of staff on duty.

Even though many parents and guardians are 'friendly faces' to staff and some pupils, they may still be unknown to others, and if all adults enter the Houses only via staff contact, then we will ensure full security and avoid the entry into any rooms or bedrooms that may be inappropriate.

Thank you for your cooperation in this.

Contacting the School

Parents and Guardians first point of contact with the school is normally via the relevant Housemaster/Mistress. The details are given below:

House	Housemaster/ mistress	Phone	Email
Dolman	Mrs N Bradshaw	01759 321233	DolmanHouse@ pocklingtonschool.com
Faircote	Miss C Thackray	01759 321267 (office)	FaircoteHouse@ pocklingtonschool.com
Fenwick- Smith	Mr P Dare	01759 321211	DareP@ pocklingtonschool.com
Orchard	Mrs C Hall	01759 321281	HallC@ pocklingtonschool.com

Mr Steve Greaves (Head of Boarding) & Mr Martin Davies (Pastoral Director) are also available on 01759 321200 GreavesS@pocklingtonschool.com or DaviesM@pocklingtonschool.com

Contacting Pupils

House Telephone Numbers

Each house is equipped with telephones to enable boarders to phone out and receive incoming calls. Pupils can be contacted on the following numbers:

Skype is also available in each house. National calls and Skype are free.

House	Phone
Dolman	01759 321316 / Mob: 07540 691232
Faircote	01759 322619 or 322631 / Mob: 07720 591022
Fenwick-Smith	01759 3211 or 322653 / Mob: 07720 591024
Orchard	01759 321290 or 322616 / Mob: 07720 591023

For International calls, under exceptional circumstances, boarders must discuss with their Housemaster/Mistress first.

Other Helpful Telephone Numbers

Independent Schools Inspectorate (ISI): 020 7600 0100 info@isi.net

Ofsted Helpline: 0300 123 1231 enquiries@ofsted.gov.uk
(Government body responsible for boarders' welfare)

Childline: 0800 1111
(Offers free confidential telephone counselling)

Office of the Children's Commissioner: 0800 528 0731 advice.team@children'scommissioner.gsi.gov.uk

Mobile Phones

During the School Day:

In the interests of pupil welfare, a positive social environment and for academic reasons, the school has introduced clear restrictions on Mobile Phone Use during the school day. Phones cannot be used on the school site in school hours unless the student has been given clear permission for this by their teacher. If a mobile phone is brought into school, it must remain switched off and out of sight at all times. These rules can be found in the school's 'Blue Book' and also in the Mobile Phone Use: Policy for Students. Failure to follow these rules is likely to lead to confiscation and other sanctions outlined in the relevant policy.

Outside School Hours:

Whilst each boarding House may have its own particular rules on mobile phones and electronic devices, the following general principles apply to all students:

Phones cannot be used during prep time.

Students up to 5th Form age must hand in mobile devices at a designated time before bedtime. They will be stored securely and can be collected from the duty staff in the morning.

For sixth form boarders, phones must not be used after lights out. This will be a matter of trust between the older students and the Housemaster/Mistress that late-night usage of mobiles or similar devices will not occur, although sanctions will be imposed, including confiscation, if misdemeanours occur.

The issue of students engaging in **late-night communication and 'screen time'** is a matter of concern for all parents, day and boarding. We would be grateful for all boarding parents' and guardians' support in encouraging the students to desist in using communication technology late at night. A restful sleep is essential at our busy school!

Guardians

An extract from the Foundation's Guardianship Policy is given below:-

Policy Statement

All boarders whose parents are overseas or who cannot guarantee to be available at short notice must have an educational guardian, appointed by the parents.

Boarding Categories in Terms of Guardianship Requirements by the Foundation

1. International Boarders

All boarders whose parents live overseas **must** have a guardian.

2. UK-Resident Boarders

All Boarders who live in the UK but who are **not local** (parents reside further than approximately one hour's travel of the School) **must** have an appointed guardian.

3. Regional Boarders or Occasional Boarders (day pupils staying in the Boarding Houses for short periods)

Boarders who have parents who live within approximately one hour's travel of the School are referred to as Regional Boarders. Regional boarders and Occasional Boarders are still required to have an appointed guardian, this person being expected to be an alternative family member or other recognised adult to whom the School can refer if parents are to be unavailable in case of emergencies.

Change of Boarding Category

If a boarding family change their place of residence between International, UK or Regional then the requirement for a guardian as above alters accordingly.

The Purpose of Educational Guardians

Educational guardians are not legal guardians, and the Children Act 1989 does not permit parents to surrender their parental responsibility to others. What a parent may do is to "arrange for some or all of it to be met by one or more persons acting on their behalf", as when the child is entrusted to a school.

However caring the school, a child needs the continuing care and support of a trusted adult from outside the school, who forms a link with home. The extent of the duties delegated by the parent to the guardian should be agreed between themselves and set down in writing. Duties might typically include providing a "home from home" for any periods when the child is not at school, but cannot travel home (half-terms, exeat weekends or periods of illness or exclusion from school). Additionally, the child's welfare is furthered by having someone to attend Parents' Evenings and other school functions, to provide advice and to offer support in times of trouble.

Guardianship Arrangements

The School does not itself appoint guardians:

- in order to avoid any possible conflict between the interests of the parent, the guardian and the School
- because the School is not in a position to control arrangements in the guardian's home as it does in a school boarding house. It is therefore the parent's responsibility to appoint a guardian.

The ideal situation is one in which parents can appoint a relative or family friend to be the guardian, but this is not always possible. Parents may therefore need to use a guardianship agency. In such cases, the School strongly recommends the use of an agency accredited by AEGIS (The Association for the Education and Guardianship of International Students) which ensures that guardians adhere to recommended standards. The School will provide parents of overseas students with contact details for AEGIS at the time of confirming the offer of a place at the School.

Guardianship Agreements

It is important that all parties understand clearly what their responsibilities are and that these are agreed in writing. The School will provide basic agreement forms; if parents wish to substitute their own agreement, they must provide the School with a copy of the agreement, signed by both parent and guardian.

Guardianship agreements should be received by the School at least one week before the child enters the School.

Thank you for your careful attention to the Foundation's requirements for Guardianship and the responsibilities of the guardian. Please do consider your choice of guardian carefully, especially for Regional and Occasional boarders where an alternative member of the family or close friend is required. The guardian must be able to fulfil the expectations of yourself and the school in providing a service of quality and care to your child.

Boarding Pupils' Absence from School

Parents are requested to ensure that holidays are taken within school holiday dates which are advertised well in advance. If there are special circumstances for any absence, parents should write directly to the Pastoral Director, liaising also with the Housemaster/Mistress. Permission for absence will be granted as appropriate and parents can then confirm travel details with the Housemaster/Mistress.

Parents and guardians are asked to **avoid early departure or late arrival from/to school for overseas travel** and to book flights or ferries accordingly, allowing a few days either side of the school term dates for rest and organisation. The guardian should be responsible for the child during these days if the parent cannot be so. **The loss of crucial lesson time, especially for GCSE, A Level students can be significant**, with the start or end of term lessons being particularly essential for students to be present.

Travel Details

Under the administration of the UKVI (United Kingdom Visa and Immigration), Pocklington School has a "Basic Compliance Assessment", and as such **we have a responsibility by law to be aware of the whereabouts of all our non-EU students whilst travelling to and from school and during half-terms, exeats and shorter holidays where the student is remaining in the UK**. This is also good, safeguarding practice for all our boarding pupils.

As such, all relevant parents or guardians will be asked to complete a brief 'Travel Details' form before each break in order to provide full details of the children's whereabouts and contact details. Thank you for your careful attention and prompt return of this form to the school, as instructed on the form.

Attendance of Boarding Pupils to Day Pupils' Houses for Social Events, Parties and "Sleepovers", etc

The Boarding Housemaster/Mistresses follow a strict guidance policy to ensure the safe and agreed attendance of boarding pupils to visit local day pupils' houses. Parents and guardians must liaise directly with the Housemasters/Mistresses under such circumstances. Essentially, a boarder will be able to attend such social events or parties once **both** sets of parents (day and boarding), and the Housemaster/Mistress have given permission in writing/email. Attendance to parties and sleepovers will not be permitted on 'school nights'.

Your son or daughter will only be allowed to undertake such a visit once you as a parent (and/or guardian under your direction) have communicated with the Housemaster/Mistress appropriately. Thank you for your support in noting this with your son or daughter.

Also, the Housemaster/Mistress will only give their permission if they are satisfied over the pupils' general approach to school life and their work expectations are being met and up-to-date. Please do contact the Housemaster/Mistress as you need.

Sixth Form Boarders Driving Cars to the School

Sixth Form *Day* pupils may drive cars to school each day and park them in the public car park at the west end of the school on West Green. This facility is controlled and only allowed upon the formal completion of a procedure between the Head of Sixth Form and the pupil's parents, who will provide consent, along with the consent of the parents of any recognised pupil passengers. No other pupils will be allowed in the car, and the car keys are retained by the pupil's Housemaster/Mistress during the day. Pupils are not allowed to drive their cars at any other time of the school day other than for travel to school and a return to home.

For boarding pupils the regulations remain as above. A pupil can only drive a car to and from school and home with the parents' formal consent. **Hence, a car owned by a boarding pupil would be left parked for a number of weeks.** The car must only be parked in a designated area, and the keys left with the boarding Housemaster/Mistress. If you wish your son/daughter to travel to school in their own car, please contact the Housemaster/Mistress in the first instance. No permission will be granted without the school's formal procedures being completed. Thank you for your support in this important safety matter.

Start and End of Terms and Exeat Arrangements

All boarders (**unless staying-in over Exeat – see p.14**) must have, ideally, been collected by **4.00 pm** and have left the school site by **4.30 pm** at the latest at Exeats. Similarly, pupils should have, ideally, been collected by **1.00 pm** and left the school site by **1.15 pm** at the latest at half terms and end of terms. Thank you for your support in this.

Exeat and Half Term

After Exeats, pupils can only return to the Boarding Houses **after 6pm** as before this time there may not be staff present to supervise the house.

After the longer breaks (half term breaks, Summer, Christmas and Easter holidays), pupils can return **from 3.00 pm** onwards to unpack belongings and to settle in. Staff will be informed over the travelling arrangements via the 'Travel Details' form completed by parents (you will receive an email from 'Boarders Travel with this form attached'). At the start of the Michaelmas Term in September, **all Lower Sixth Boarders** return on the Monday afternoon before the Lower Sixth Induction Day (starting the following morning).

Start and End of Each Half-Term

The Boarding Houses are closed for half-term October, February and May as well as Christmas, Easter and Summer holidays.

The Houses will be open at **3.00 pm** on the afternoon before the start of each second half-term. No evening meal is provided but a light supper is available **from 6.00 pm**. Boarders are expected to be in school until each half-term session ends.

Personal belongings may be kept in the Houses during half term at your own risk, but not during the main holidays when all items must be taken home. This is so that essential maintenance work and cleaning can take place, and also because the Houses may be used by Lets. Those living overseas may store bulky items in the House. After the holidays boarders must return to the House by **9.00 pm** at the very latest for Faircote and Fenwick-Smith and **8.00 pm** for Dolman and Orchard.

Pastoral Care and Medical Support

Pocklington School has a strong tradition of pastoral care in which all the staff have a role. Throughout their time at the school, pupils are supported by a team of experienced staff who will encourage good work habits and participation in the many activities the school has to offer and who will help to resolve any problems that occur.

Additionally, for the boarding pupils, a wider range of both teaching and support staff are available for pupils of all ages to turn to as appropriate throughout all hours of the day. From the resident Housemaster/Mistress, House Tutors and Assistants, through the non-resident Tutors and Day Matrons, all the boarding staff have the pupils' best interests and welfare at heart. The pupils are provided with their own Handbooks at the start of term.

Within the Handbooks, details are given over the staff available to them to offer support. As well as all the resident and non-resident staff, the boarders will be able to speak with the Foundation's mainstream pastoral staff, including the Prep School Heads of Year and Form Teachers and Head. For Pocklington pupils, the Housemasters/Mistresses, Tutors, Heads of Division and the Pastoral Director. Additionally the School Nurses (see below), the Chaplain, (who often visits the Boarding Houses in the evenings) and the School Wellbeing Service are all available for the pupils to seek support within the bounds of confidentiality.

The School Wellbeing Service

All boarding schools are required by the National Minimum Boarding Standards to provide an 'Independent Listener' for the benefits of boarding pupils. At Pocklington, we have an excellent Independent Listener, Ruby Leung, and students also have confidential access to the School's Wellbeing Service. Contact details for Ruby and the Wellbeing Service are clearly displayed in the Boarding Houses.

The Wellbeing service at Pocklington provides a confidential service to pupils who have emotional or social concerns. The service is overseen by the Designated Safeguarding Leads and is regularly evaluated and reviewed.

The Wellbeing service provides access to two independent clinical psychologists who act as listeners for all boarding and day pupils and complement the care provided by the school staff by offering personal support to any pupil who may benefit from the opportunity to work with a professional counsellor. The Wellbeing listeners have a room next to the school medical centre. Pupils who wish to meet the Wellbeing listeners can do so by making a confidential appointment by direct contact, through their Housemaster/Mistress, or a member of staff with whom they are happy to confide.

Parents who wish to discuss this further or who would like more information should contact the Foundation's Designated Safeguarding Leads (Mrs C Swann or Mrs S Cobb).

The School Medical Service

The School Medical Centre provides surgery and sick bay facilities and is situated in a separate building adjacent to the girls' boarding houses. It is staffed by one full-time and two part-time qualified nurses who provide 24 hour accident and emergency cover. Consultations are held in private and medical confidentiality is maintained. All boarders must be registered with Dr Nigel Robinson or Dr Maree Austin at the Beckside Centre.

The School Doctors

The Pocklington Town Surgery doctors are available to boarding pupils. Surgeries are held three times a week at the local practice, which also provides emergency treatment. Appointments to see a school doctor should be made through the Medical Centre.

Medical Report Forms

Thank you for your careful attention to the pupils' Medical Report Forms and update forms which are routinely distributed to parents by the Nurses and should be signed and returned to them as requested. It is essential that the Nurses are kept promptly informed of any changes in a pupil's health (for example allergies or the need for medication).

Please ensure that **NO MEDICATION**, Prescription or "over the counter medicine," is brought back to school without being **seen and recorded by the Nurses**. Only Sixth Form students may self-medicate, and this is strictly monitored by the Nurses, in confidence.

ONLY SIXTH FORM BOARDERS MAY HAVE MEDICATION IN THEIR ROOMS. IN SUCH CASES, THE NURSES' GUIDELINES WILL BE FOLLOWED. NO MEDICINES OR REMEDIES, PRESCRIBED OR BOUGHT OVERSEAS, WILL BE ALLOWED TO BE CONSUMED OR APPLIED BY THE PUPILS WHILST BOARDING AT THE SCHOOL. NO SUCH MEDICINES/REMEDIES SHOULD BE BROUGHT TO THE SCHOOL.

Thank you for your support in maintaining our high standards of care, and our responsibilities in ensuring the medically valid and controlled medication of all the pupils. Please refer to the Medical Report Forms noted above.

Boarders' Emergency Dental Treatment

The school recommends that all boarding pupils are registered for emergency dental treatment with 'Regent Street Dental Practice'. This involves a charge of £2.50 per term, which will be placed on the school bill. During normal school hours, pupils will be seen at the local surgery. Out of hours, the practice is part of an on-call rota giving pupils access to a duty dentist.

Child Protection

Legal Framework

As a boarding school, Pocklington is governed by the National Minimum Boarding Standards and the East Riding Safeguarding Children Board policy which lay down requirements, standards and good practice for the protection, welfare and care of children in residential settings. The school's boarding provision is regularly inspected by Ofsted or the Independent Schools Inspectorate.

Child Protection Procedures

The school works within the guidance and procedures of East Riding Safeguarding Children Board. Full details of the school's child protection procedures can be obtained from the Designated Safeguarding Leads. The school will take action in cases of suspected abuse and expects the support of parents in the protection of children. All members of staff, teaching and non-teaching, are asked to be alert to signs of abuse and know that they have a legal obligation to report any concern or suspicion to the Foundation's Designated Safeguarding Leads, currently Mrs Clare Swann at Pocklington and Mrs Sarah Cobb at the Prep School.

Confidentiality

Any pupils, who are worried about possible or actual abuse within or outside the school, for themselves or someone else, should think carefully about what sort of person is best able to provide support and then seek help. Information given to a teacher will be treated with discretion and will not be passed on indiscriminately or without the pupil's understanding.

Helplines

Details of telephone helplines, including the service offered to children by Childline, are prominently displayed around the Boarding Houses and the school. Staff will arrange for any pupil to use a private telephone on request.

Telephones

Landlines are available in each boarding house for private use by boarding pupils.

Parents' Evenings and Pocklington Foundation Events

We do hope that you will be able to attend Parents Evenings or the many other Pocklington and Prep School Events. We do appreciate, however, how difficult it is for parents, or even guardians, of boarding pupils to attend such important events at the school on midweek evenings.

If you are unable to attend a Parents' Evening, please do contact your son's/daughter's Housemaster/Mistress and we will endeavour to organise a personal visit to the School for you, where we can arrange for you to meet as many of your son's/daughter's teachers as possible. This could, for example, be on a Saturday morning for a Pocklington School pupil.

If you could contact the relevant School with some dates and times during the given term where it would be convenient for you to visit, we will then look to confirm and organise an agenda for you. It may not be possible to meet all of your son's/daughter's teachers on the day, but those who are not available could be contacted separately.

We do hope that parents or guardians can visit the school, either on the day of particular events, or at other times, to meet with staff and discuss the progress of your son/daughter. Please do not hesitate to contact the Housemaster/Mistress.

Boarders' Activities

The School has a separate dedicated activity programme for boarders in addition to regular school activities. To keep up with what's going on pupils need to check the calendar and look out for notices in school, in the House and on the Sunday Activities board in the Dining Hall. Regular activities include:

Sunday Church/Chapel

Boarders attend a service conducted by the Chaplain (see calendar for times). Parents are always welcome to join us.

Sports Hall & Swimming

This can be used for various sports under supervision such as indoor football, badminton, indoor tennis, basketball etc.

There are open swimming sessions at various times in the week.

Multi-Gym

Sixth Formers who have attended an induction may use the Multi-Gym at certain times during the day and evening.

Music

Practice rooms in the Music School may be available for use; you need to arrange this with the Director of Music.

The Sunday Activities programme is extensive and the many trips off site, which include local theme parks, the cinema, bowling, shopping etc. Activities are compulsory for Prep School to Third Year boarders, but then become generally voluntary for the Fourth Year to Sixth Form, with costs usually included in the school fees. We would hope that each senior boarder became involved in at least one activity each term or half term in order to become properly integrated into the friendly community around them and to take the opportunity to experience the wider world outside of the school and formal lessons.

Boarders' Free Time

Boarding pupils follow the normal school timetable during the school day and will also have routines and duties to carry out in the Boarding House. However, the staff do not organise every minute of their day: that is something that the pupils will develop as they appreciate their own independence. Everyone needs time to rest and relax and the pupils should be able to do this as well as join in with the wide range of options on offer.

Living in a boarding school gives pupils the opportunity to meet and mix with people from different backgrounds. They will need to learn to get on with all sorts of people in all sorts of situations. Boarding school also offers the opportunity and time to get involved in sport, music, drama, etc. and to participate in a wide range of activities. The activities available to boarders in addition to the normal school clubs and activities, which take place during the week, are well advertised. Thank you for encouraging your son/daughter to join in and have a go! ... You never know what they might achieve!

Annual Events

Each year the Boarding Community participates in several different activities, designed to involve all the Houses occurring in conjunction with the day community. A few examples are:

- **Theme Park Trip:** On the first Sunday of each academic year, the boarding community sometimes embarks on a day trip to Lightwater Valley or Flamingo Land. The aim of the day is to have fun and get to know people.
- **Bonfire Night:** A whole boarding event, with a barbeque and an exciting array of fireworks.
- **Chinese Autumn Festival:** Moon cakes and a feast for this important festival.
- **Late night Christmas shopping:** Boarders leave after school, travel to York and are supplied with money for dinner, allowing for those last minute presents to be bought.
- **Boarders' Christmas Dinner:** The whole community meets for carols in the School Chapel, followed by a traditional Christmas dinner. This is followed by entertainment, speeches, the annual boarders' awards voted for by the students and the night ends with a disco. This is a night to dress up and have fun before heading off for the Christmas break.
- **Chinese New Year:** It's the Year of the Earth Dog in 2018 and we will celebrate new beginnings with our Chinese friends.
- **Fifth Form Dinner:** The boarders dress up to join their day friends to celebrate the end of their GCSE years.
- **Summer Barbecue:** The four houses join forces for one final fiesta before the well-earned Summer holidays.

Exeats

Following a survey of boarders' parents and guardians and a recent trial, I am pleased to say that we will be continuing to offer the option for boarders to stay in over exeats. Please read and reply to any correspondence relating to this option as and when it is sent to you throughout the year. There is an additional charge for this option and please note that, to make this option viable, it is likely that the junior Houses will merge with their respective senior House. Please liaise with Housemasters / mistresses for further information.

For many, however, exeats will continue to be an important opportunity for boarders to have what can be a much-needed break from school life. Parents/guardians should make arrangements for boarders to spend the weekend out of school well in advance of exeats. Boarders not staying in for the exeat are expected to have left school **before** 5pm on the Friday and return **after** 6pm on the Sunday. If you have any difficulties over this, parents/guardians should contact your Housemaster/mistress. (See Travel details p.10)

Prep School Boarders on Saturday Mornings

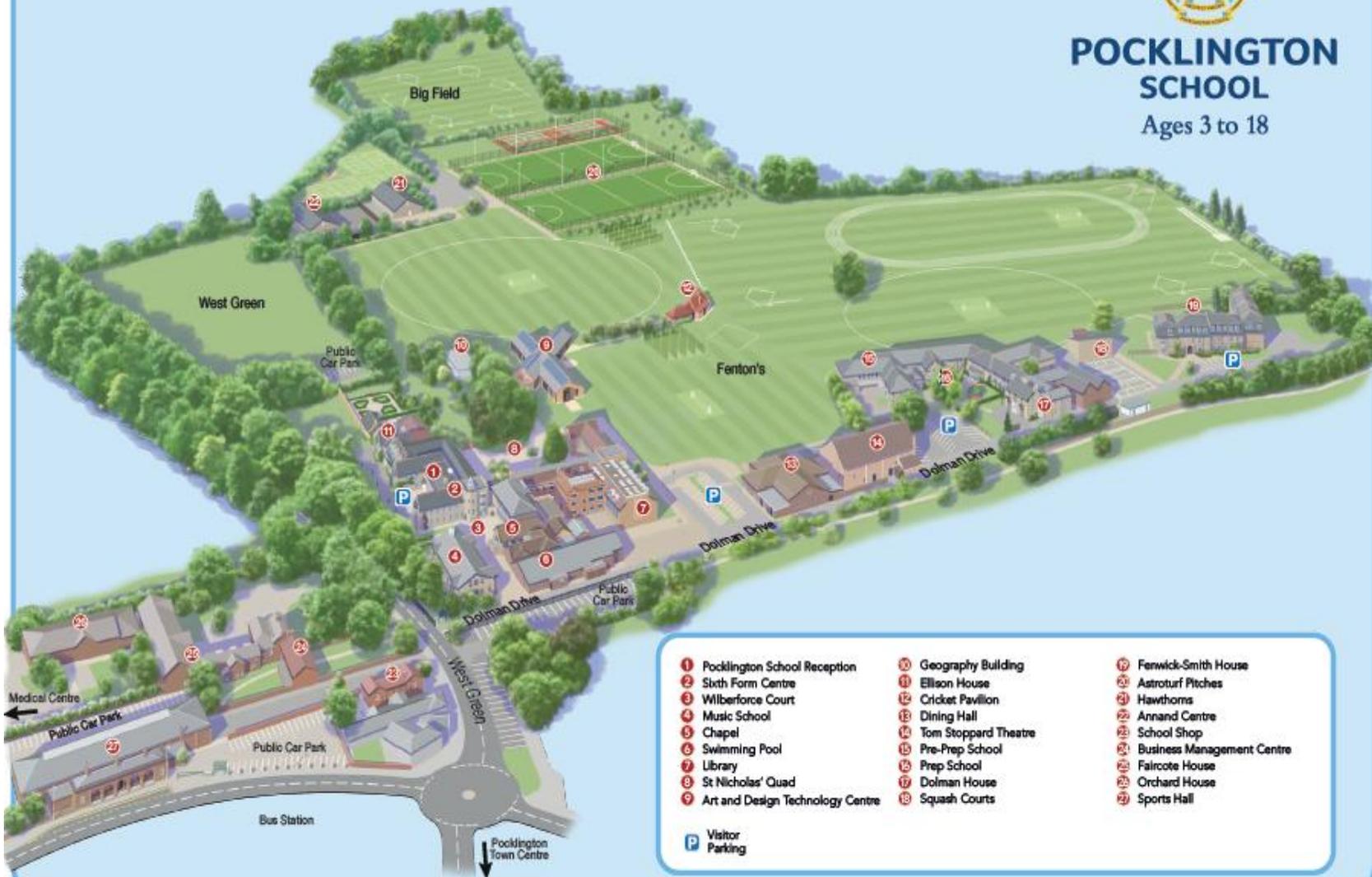
On Saturday mornings, Prep School boarders have a morning of supervised activities provided by members of the Prep School teaching staff. On certain Saturdays throughout the term all Prep School pupils in Years 5 and 6 have the opportunity to take part in a specialist morning activity such as a drama morning, sports session, ICT skills etc. Boarders take part in these alongside others.

The activities they undertake will vary according to the member of staff but every third week or so, there is a trip to a local place of interest. There may also be the opportunity to use the ICT room, Art and other facilities. Boarders from the Prep School have the opportunity to go to shops with an adult supervisor to buy sweets, comics or other sundries with their pocket money.



POCKLINGTON SCHOOL

Ages 3 to 18



- | | | |
|------------------------------------|-------------------------|-------------------------------|
| 1 Pocklington School Reception | 20 Geography Building | 29 Fenwick-Smith House |
| 2 Sixth Form Centre | 21 Ellison House | 30 Astro turf Pitches |
| 3 Wilberforce Court | 22 Cricket Pavilion | 31 Hawthorns |
| 4 Music School | 23 Dining Hall | 32 Annand Centre |
| 5 Chapel | 24 Tom Stoppard Theatre | 33 School Shop |
| 6 Swimming Pool | 25 Pre-Prep School | 34 Business Management Centre |
| 7 Library | 26 Prep School | 35 Faircote House |
| 8 St Nicholas' Quad | 27 Dolman House | 36 Orchard House |
| 9 Art and Design Technology Centre | 28 Squash Courts | 37 Sports Hall |
- P Visitor Parking

Notes

Pocklington School
West Green, Pocklington
York YO42 2NJ
Tel: +44 (0)1759 321200
Fax: +44 (0)1759 306366

www.pocklingtonschool.com



**POCKLINGTON
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