



MOOR PARK

AD DEUM QUI LAETIFICAT JUVENTUTEM MEAM

Parents' Handbook

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Independent Listeners & Counsellors			
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	Trevanna Phillips	07730044990	
	Childline	0800 1111	
	Office of the Children's Commissioner	0800 528 0731	
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Surgery Times:	Advertised on the Sickbay door		
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MOOR PARK SCHOOL PARENTS HANDBOOK

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BOARDING AT MOOR PARK

Moor Park is an independent co-educational preparatory school offering day, weekly and full boarding, as well as occasional boarding places, to boys and girls from Year 3 to Year 8. We provide professional care and structured activities in a familiar/family environment.

The school is situated on a beautiful and spacious estate (80 acres), which contains the main Queen Anne house, including a fine chapel, and all the facilities for a very busy and active preparatory school. There are large playing fields, an Astro Turf pitch, a sports hall, squash court and a covered heated swimming pool. There are also recreational rooms where children can play in the evening.

The school has a strong boarding ethos, and is keen to uphold these traditions, while at the same time being eager to ensure that the ongoing needs of the boarding community are met. The needs of the children are always uppermost when decisions are made.

The Boarding House is situated in the main Queen Anne building, and accommodates boarders from Years 3 – 8. Both wings are well furnished and have bathrooms and also common rooms with a TV. The dormitories are well decorated and clean and each child has their own area, where they can keep their personal possessions in lockers. Children are encouraged to bring their own things from home to help make their space their own. The Sick Bay is located in the main house.

We provide an environment which encourages all children to thrive on the basis of mutual trust, thus producing a happy and stimulating atmosphere.

A number of staff live in School House and also on the estate. All are involved in and form part of the community that is Moor Park and Boarding.

We aim to give a first-class service to children and parents by ensuring that pastoral care, teaching, games and leisure facilities are maintained at a very high standard, within a secure, supportive environment.

PRINCIPLES UPON WHICH BOARDING AT MOOR PARK IS BASED

- Boarding is for children from Year 3 to Year 8 (aged 7 – 13) and can be done on a full, weekly or flexi basis.
- As an open and trusting school, boarding is based upon mutual respect for all.
- There is equality of opportunity and respect for all, regardless of ethnicity, culture, gender or disability (within the constraints of the building).
- Each boarder and each member of staff is to be treated as an individual.
- Although all live in a close boarding environment, each person has the right to privacy.
- The intellectual development of each boarder is encouraged positively and in conditions that are conducive to work.

- All boarders should be able to develop spiritually, culturally, morally and socially.
- Links with parents and families are an important part of the support structure and development of the boarders in the school.
- Each boarder should be able to work, play and relax free from abuse, intimidation and bullying.

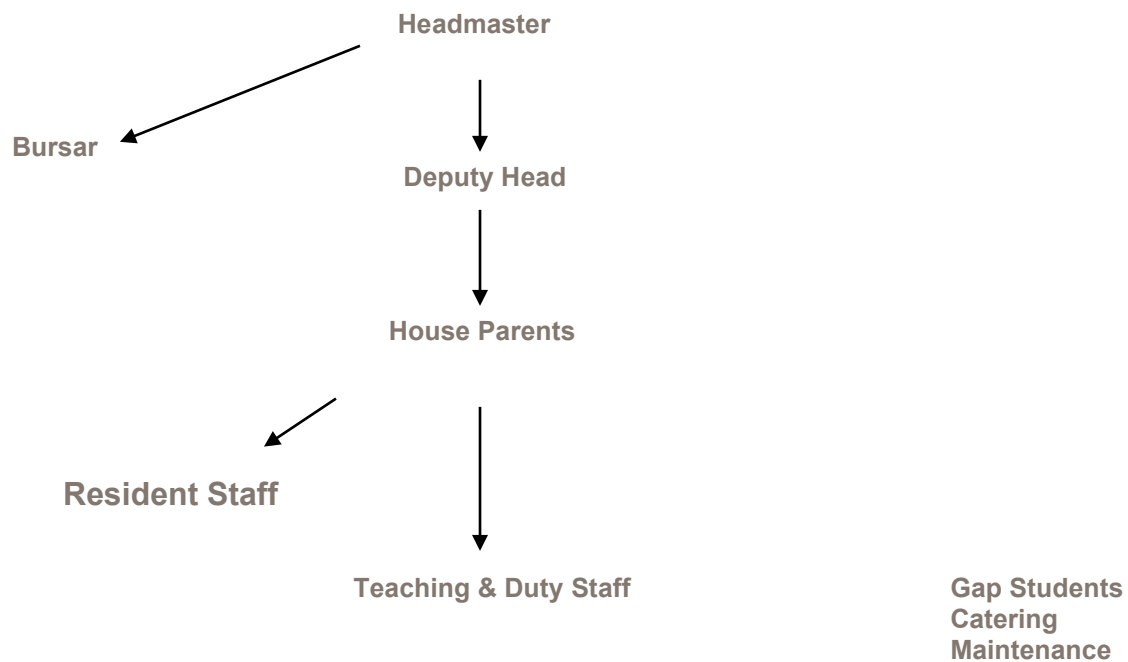
AIMS OF BOARDING AT MOOR PARK

In order to develop the whole person we aim to:

- Produce an open and trusting ethos in which each boarder feels they can approach any member of the community, confident in the knowledge that he/she will be treated and respected as an individual;
- Create an atmosphere of tolerance, openness and trust in which teasing and bullying is unacceptable;
- Encourage the spiritual development of the pupils based on our Catholic Foundation;
- Provide a range of activities and hobbies related to age and maturity that will assist in the personal, social and cultural development of each boarder;
- Provide an environment that is safe and free from physical hazards and dangers;
- Provide accommodation that is comfortable and suited to the needs of boarders according to age and maturity;
- Develop boarders' responsibility for self, for others and for their environment;
- Offer opportunities for leadership, and also to work as part of a team;
- Provide an environment and ethos that will enable boarders to feel able to turn to members of staff to share the good things in their lives as well as being able to turn to them for advice, counselling and support during times of difficulty;
- Make boarding an enjoyable experience.

BOARDING ORGANISATION

The overall responsibility for the management and staffing of boarding lies with the Headmaster, but this task is delegated on a day-to-day basis to the Deputy Head and the House Parents.



The House Parents are responsible for ensuring that the children are closely supervised and well looked after, and that the resident Boarding Staff, Gap Students and Day Duty Staff are aware of their responsibilities and carry them out properly.

Staff Checks

This is the responsibility of the Headmaster/Bursar. All the staff involved in the supervision of children at Moor Park have been thoroughly checked with the DBS (Disclosure and Barring Service) and references, including suitability for this type of post, taken.

Equal Opportunities

Moor Park prides itself in providing equal opportunities for all its pupils regardless of disability (within the constraints of the building), religion, culture, gender or ethnic origin.

Staff and pupils are expected to treat each other with respect as individuals. Any form of racist or sexist remarks will be dealt with immediately and firmly.

Admission Criteria

All children at Moor Park (from Year 3 upwards) are allowed to board assuming that there is a bed available for them. As we operate a system of flexi-boarding there are some nights that are very popular. Priority will be given to those who board more often and to those who have shown a lengthy commitment to boarding.

FACILITIES

School House

The boarding house is in the main house and is for those boarders in Year 3 and above. There are two wings: the Girls' Wing on the first floor and the Boys' Wing on the second floor. The wings are looked after by one of the House Parents assisted by one or two Gaps who live on the wings.

Each wing has numerous dormitories to cater for the different year groups. Boarders have access to showers and bath and toilet facilities. There is a sitting room in which boarders can relax, access the internet, watch TV/DVDs and have a drink and snack.

All boarders have access to the school facilities (weather and staff dependent): the playing fields, the astro turf, the adventure playground, the back yards, the art room, the sports hall, the swimming pool, the library, the front hall, the squash and tennis courts, the computer room and the woods.

The Year 8 boarders have their own furnished common room, which has a TV and computer. This room is then open to all full boarders at the weekend.

PERSONAL ITEMS

Clothing

A full clothing list is sent to all new families as part of the enrolment pack. However, **flexi-boarders** are reminded to bring:

- Pyjamas and dressing gown;
- Slippers;
- Wash kit, including towel and comb/brush;
- A reading book/magazine;
- Change of school uniform – those children who board twice a week or more are encouraged to leave a spare set of uniform in the boarding house. Parents of those children who board only once a week are encouraged to ensure that a spare set of uniform is packed in their boarding bag.

In addition to this, Wednesday night boarders may bring in a set of home clothes as the children can change into them before supper if they wish. Full boarders will also require home clothes for the weekends.

Cleaning

The school will clean and fold school uniform for those who board 3 nights or more per week. The school will clean and fold casuals for full boarders.

Bicycles

Full or weekly boarders are encouraged to bring in their bicycles to school, but they must wear a helmet and ensure that their bicycles are put away neatly and locked up after use.

Expensive Equipment

- Mobile phones and iPods can be used by full boarders, Year 8s and those children who board three nights or more.
- Mobile phones and iPods can only be used on the boarding landing and must be locked away before reading time.
- Both mobile phones and iPods should be clearly marked. Parents should be aware that with advancing technology, it is difficult to keep control of what children use iPods and mobile phones for. Your help in this is much appreciated.
- Laptops/iPads etc can only be used at weekends. All games must be age appropriate.

- All children who board three nights or more have a lockable locker to store their valuable items. Those who do not have such a locker are encouraged to hand their valuables to the House Parents.

Personal Effects

Children are able to bring in their own duvet covers, duvets, pillows, mattress toppers and blankets (although these are provided by school), as well as photographs of family/friends and other personal effects. Children are also welcome to bring in other goodies (eg brownies, cookies etc No Nuts!!) to share with their friends. These must be handed in to the House Parent upon arrival at school.

Sweets

Sweets are not allowed during the weekdays. Full boarders are allowed to bring in sweets that must be handed into the House Parent who will then hand them out at the weekends. Parents are reminded that Moor Park is a **NUT-FREE** school.

Pocket Money

Each full boarder is allowed to bring in pocket money for the term, which should be given to the House Parents immediately. Any trips or excursions requiring pocket money will be deducted from their float. If boarders need more, the House Parent will make the final decision and if necessary speak to the parent(s). We recommend £100 per term or £300 for the Academic Year.

Passports

All passports and flight tickets should be handed in to the House Parents who will retain them for safe keeping.

Lost Property

Most lost non-expensive property (found 'downstairs') is taken and put outside the laundry room. Expensive items will either be handed in to the House Parents or the School Secretary. The school cannot accept responsibility for any losses of items on school premises and advise parents to arrange for valuable items to be covered by an 'all risks' insurance policy.

Children should be reminded NOT TO LEAVE MONEY OR VALUABLES lying around.

MEALS

All children are expected to attend meals in the school dining rooms. Staff will encourage children to eat what is on their plate (especially if they have served it themselves), not to needlessly waste food and to remind them to eat a balanced and healthy diet. Children are encouraged to regard mealtimes as a social occasion. Your help in this would also be appreciated.

Weekly menus are prepared by our caterers 'Thomas Franks'. Children with special diets can be catered for.

Children are encouraged to give feedback about the meals.

SAMPLE MENU

Breakfast: Fruit juice

Choice of 4 cereals
Hot food (eg porridge, bacon and tomato, eggs or baked beans)
Toast & fruit

Lunch: A hot dish (eg roast beef and Yorkshire pudding)
Salad bar
Dessert (eg apple pie and custard, fruit and yoghurt)

Supper: A hot dish (eg chicken fajitas)
Salad bar
Yogurts and fruit

During the day there will be opportunities for snacks and drinks (1st break, afternoon break and on the wings in the evening).

HOUSE REPRESENTATION

School Council

Each class chooses a member to represent them at the Council where children can raise issues (including boarding issues) to discuss. The Council is chaired by Mr Crowther, who reports back to the Headmaster.

Boarding Meeting

Boarders meet the House Parents on a regular, informal basis to discuss issues and boarders also complete questionnaires.

LEAVING THE HOUSE

There may be occasions when children will need to leave the House (eg for an external training session) or return home. On either occasion, parents must inform the House Parents and the children must 'sign out'. We cannot accept the word of a child that they are allowed to leave school premises. Please can parents help us in this.

FIRE PROCEDURES

All children are told, shown and practised in the evacuation drill. This is done during the induction process as well as practised regularly throughout the year.

At the beginning of each term all children from Year 3 upwards (including non-boarders) are expected to practise the boarders' fire drill. At some stage during the term and once the children are in bed, a night practice is done. Parents are reminded that this is one reason why we encourage children to have (and bring) a dressing gown and slippers.

MEDICAL

Under the National Health Service scheme, full boarders are registered with the school doctor (see contact list at front).

Monday-Saturday, if children are ill or injured during the day or night, there is always a Duty Matron on call. At the weekends, the House Parents act as 'Matron'.

Minor ailments are dealt with 'in-house' by the Matron. However, if it is serious (such as a contagious illness), parents of flexi-boarders will be asked to collect their children where possible. Children recover more quickly in their home surroundings and there is less chance of bugs spreading.

Please ensure that routine medical and dental appointments are made during the holidays, so that they do not disrupt your child's academic work during term time.

A medical update will be sent to parents at the beginning of Year 3 and Year 5 in order to keep our records up to date. Please advise the First Aid co-ordinator of any changes throughout the year as they occur so that we may best take care of your child

Medication

In Sick Bay we keep a stock of over-the-counter medicines for general purposes. This list, approved and monitored by the school doctor, is posted on the website or is available on request.

Upon enrolment, parents sign a consent form that medicines from the list can be administered to their child should the need arise.

If your child is prescribed a medicine or you would like your child to be given a medication not on our stock list, you must give this medication to the Matron in its original packaging and fill out an authorisation form on arrival. This form states the name and strength of medication, expiry date, dose to be given and any other relevant information. This form can be accessed on the website or is available on request from the Sick Bay or the Front Desk. Please make us aware in advance if your child is currently taking prescribed medication, we must be aware of **any medication** the children bring to school. Please note, no home medication can be given without written parental consent.

Surgeries

Regular surgeries take place during the day where children can see/speak with a Matron.

- 1st break (10.30-11.00pm)
- Lunch break (1.10-1.45pm)
- Afternoon break (3.30-4.15pm)

Off-Games

If parents feel that their child should be put off-games, the appropriate form should be filled in from the website which automatically goes to the duty matron. There is also a form available for parents at the Front Desk. All off-games children should report to the sickbay at the start of games who will then direct them to Duty member of staff.

PASTORAL CARE FOR YOUR CHILD

At Moor Park, we pride ourselves on monitoring the progress of your child and encouraging the discussion of any worries that children might have. In place are a number of mechanisms to help ensure that staff/parents communicate with each other so that the best can be done for your child.

a) Tutors

All children in Years 6-8 are allocated a Tutor who will be responsible for any pastoral issues, liaising with parents and House Parents when necessary. The composition of these groups will be a mixture of ages and gender and the tutor will stay with the group during the child's career at Moor Park.

This does not mean that children cannot talk to another adult. Moor Park prides itself on developing excellent staff/pupil relationships in which children are encouraged to talk and be themselves.

Children in Years 3-5 will be under the guidance and care of their Form Teacher.

b) Boarding Staff School House

Every weekday evening, one of the Residential Boarding Staff will lead an evening Duty Team. They will always have the support of two members of the day staff and, on most evenings, a Gap Student(s) and another member of the residential boarding staff. The House Parents will regularly be around either 'downstairs' (outside) or 'upstairs' (on one of the landings).

'Upstairs', the House Parent will always have a second (or third) pair of hands to help them when the majority of the boarders are on their landing.

c) House Parent

Each night boarders are looked after by a resident House Parent who will have regular contact with your child and help to ensure that they settle in well and are looked after both physically (health and hygiene) and, when necessary, emotionally.

d) Care or Welfare Plans

In consultation with the House Parent, Residential Staff and Learning Support, Care Plans are written for those boarders whom we feel need the 'extra' attention.

e) Meetings

There is a **Staff Meeting** ('Chapter') every morning in which any concerns or problems can be raised (and dealt with). Recurrent concerns might be earmarked for the **weekly Pastoral Meeting** or for a special meeting with the Tutor or Form Teacher or Headmaster or parent.

The Deputy Head will hold weekly meetings with the House Parents. All issues regarding the care and concerns of the children will be discussed to ensure we have a contented boarder.

The House Parents will regularly speak to boarding **year groups or dorms** (called 'Speak Easies'), allowing them to complete a simple questionnaire or share their ideas.

The House Parents regularly speak to **parents** (and staff) via email, telephone or one-to-one. Parents are encouraged to contact the House Parents if they have a problem or concern or have an idea about something. Similarly, the House Parents will contact parents or (relevant) staff if they have a concern or problem (or words of praise for a child).

f) Documentation

There is a '**Boarding Diary**', which is filled in by the member of the Duty Staff. The House Parent will read the entries every morning and pass on relevant information to that day's Team Leader and/or all staff in the Staff Meeting ('Chapter'). Any welfare concerns are recorded in the **Welfare Book**, which is regularly monitored by the Headmaster. Any pastoral or conduct issues specific to boarding are also recorded in pastoral and conduct books.

g) Prefects

Prefects are appointed in Year 8. Although all children in Years 7 and 8 are encouraged to help and look after other members of the boarding community, the prefects are instructed (and monitored) to look out for and help all members of the boarding community.

In The Tree House there is a boy and girl dorm captain for each night of the week.

h) Outside Support

Children may wish to talk to someone outside the main school community. By each telephone there is a sheet with the numbers of Independent Listeners, Childline and The Office of the Children's Commissioner, all of which children can contact if they so wish.

GENERAL PASTORAL CARE

Safety and Security

The safety and security of all buildings, plants, equipment, and grounds is primarily the responsibility of the Bursar in accordance with the School's Health and Safety Policy.

Each of the boarding wings has a security number lock and the front door is locked at about 9.30pm each evening. Each wing is also alarmed at night.

Year 8 pupils do a lock-up duty at 8.15pm (8.30pm in the summer term) followed by a **thorough staff lock-up/check** of the main house at 9.45pm. If you are returning your child after that time for any reason please inform the boarding staff so that we can ensure access to the building. A door bell on the front door rings in the House Parents flat.

There is at least one Gap sleeping on each Wing and children can go and knock at their door if they need help. On each wing there is also an Emergency call button for the children, House Parent on duty will get the call on the buzzer and will come to the wing to answer the call. Both House Parents have Level 3 Emergency First Aid At Work qualification and are aware of any medical conditions of boarders. If children are being disruptive during the night, the Gap sleeping on the wing will call in the House Parent using the emergency call button.

Health and Hygiene

At present, the responsibility rests with the House Parent under the direction of the First Aid co-ordinator. Daily surgeries are organised for the boarders and the doctor will visit when necessary, or children requiring attention will be taken to the surgery or Minor Injuries Unit at Ludlow Hospital.

There is a comprehensive PSHE programme for all pupils, which covers, as appropriate:

- a) Personal Hygiene
- b) Healthy Lifestyle
- c) Sex Education
- d) Child Abuse Protection
- e) Citizenship

When around the House, staff take every opportunity to promote an awareness of appropriate diet, exercise, health options and adequate sleep.

The House Parent will maintain the health records of each boarder stored in the Sick Bay, plus a treatment record. They will be responsible for the security of all drugs and other materials used in the Sick Bay.

The House Parent will also be responsible for keeping the children's clothes and bedding in a clean, well-repaired state. They, along with the Duty Staff, will also be responsible for supervising the washing and bathing of the children at night and in the morning.

Discipline

At Moor Park we expect a high standard of behaviour and good manners that show due regard for others in the community. Discipline is **based on respect**. Boundaries are clearly defined by staff and expectations are high. They should expect a high standard of behaviour which shows due regard for the comfort and sensitivities of others.

Bullying of any description, physical, mental or verbal, is unacceptable from staff or pupils and will be dealt with immediately. Parents are encouraged to report any suspicion of bullying to the House Parents and the Headmaster. Children and parents must be aware that serious offences in this area may merit suspension or expulsion. The Headmaster ensures that all staff are aware of any children having problems in this area either as aggressors or victims and action to help both parties will be put in place. Stealing, although very uncommon, will always be treated seriously.

Rewards and Punishments

At Moor Park we believe it is important to highlight the positive things in the children's lives. If there is an opportunity to praise or to give a reward or credit of some sort we do so.

If the children make mistakes, we will endeavour to **explain why their actions were wrong and explain any social and health implications**. If a punishment has to be given, it will be in proportion to the misdemeanour, given quickly, not allowed to 'drag on', and ideally it will be personal to the individual.

A certificate will be given to the Star Boarders at the end of each term. Other competitions will be organised by the House staff to encourage punctuality, tidiness, helpfulness, fun and teamwork.

Travel Arrangements

For children travelling overseas please confirm all your travel arrangements with Debs Mantle in the school office. Debs Mantle will help co-ordinate transport arrangements to and from the airport.

Restraint

The use of any physical restraint will be by reasonable and non-injurious means and only when immediately necessary and for the minimum time necessary to prevent injury to self or others or very serious damage to property.

Any use of physical restraint will be recorded and communicated to the Deputy Head and Headmaster who will contact the parents/guardians of the child concerned.

ICT

Children are allowed to use the Internet at certain times of the day. They will be given their own password and email account. Children are supervised when using the computers and all Internet access passes through the Vicomsoft Integrated content filter.

All children in Years 4-8 are expected to sign an Internet Agreement stating that they will not abuse their Internet privileges. WiFi access for Skype/Facetime is also available with the same security settings as the desktop computer.

Children are not allowed to use social networking websites (such as 'My Space' and 'Facebook').

NEW FULL BOARDERS

First Days

Full boarders return on the evening before the first day of term - timings will be posted in an information pack before your child starts at Moor Park. On arrival there will be an opportunity for your child and yourself to meet the Boarding Staff. Our resident House Parent will help settle your child into their dormitory and introduce them to their boarding mentor (a student from the same year) who will then ensure that they are well looked after by introducing them to other boarders and guiding them through the school routines.

Settling in Procedure

Settling in will normally take about two weeks. Some children do not find it easy at first, but staff and children will help to make the process as gentle as possible.

a. 'Upstairs', the House Parent will explain such things as the early morning routine before school starts (ie washing, breakfast, bed making and laundry), the routine after school (ie staffing, activities, supper, free time, dormitory routine, washing, telephone usage, Quiet Time, etc), discipline and sanctions, complaints procedure and whom they can turn to. In addition to the House Parent, the children will have much support from all the Resident Staff and a 'boarding mentor', (ie a current boarder in their year).

b. 'Downstairs', your child's class teacher will explain the school day routine and ensure that your child is looked after during the day and knows where to go and what to do.

Watching over all this will be the House Parents and Tutor or Form Teacher. They will liaise regularly with parents and colleagues to pass and receive information about the children under their care.

The early days of boarding can also be challenging for parents! The House Parents will contact parents during the first week to inform them of their children's progress. Parents are of course welcome to contact the House Parents at any time.

Contact with Parents

There are no restrictions on the children contacting their parents. However, phone calls made by the children can be limited during the week if it is felt that a child needs to settle down and integrate, this must be discussed and agreed with parents beforehand. Each week the children are encouraged to write or email home, while each evening there is the opportunity to ring home if they wish. Children have access to a number of phones - the best time for telephoning is between 7.30pm and 9.00pm, depending on the age of the child. Please be aware of the child's bedtimes so that the routine is not too disrupted.

Parents are encouraged to write regularly and visit the children when possible. There are many opportunities to do this, eg matches, concerts or social events.

Full Boarders (and those children who board 3 nights or more) are able to bring in their own mobile phone (see 'Personal Items').

Personal Items

Children are able to bring in their own duvet covers, duvets, pillows, mattress topper and blankets (although these are usually provided by school), as well as photographs of family/friends and other personal effects.

Personal Requisites

Boarders can obtain personal and stationery items from school:

- The School Secretary runs a stationery cupboard at 1st break on a Monday and Wednesday morning, purchases from which will be added to the end of term bill
- The House Parent can provide personal items (eg shampoo, combs), which will be added to the end of term bill

Parents are reminded to read the Jewellery Policy, attached below.

A TYPICAL DAILY ROUTINE

There is a set routine for the boarders to follow, including a normal day and evening procedure.

Monday – Friday:

7.00am	Wakeup call	
7.35am	Breakfast	
8.15am	Registration in classroom	
8.15am-10.20am	Lessons	
10.25am	Prayers	
Monday: Headmaster's Chapel		Friday: Headmaster's Assembly
10.35am-11.05am	1 st break	
11.05am-12.50pm	Lessons	
12.50pm-1.50pm	Lunch break	
1.50pm-5.30pm	Lessons, Games, Prep & Free Time	
4.50pm-5.30pm	Activities for Y3	
5.30pm-6.15pm	Activities for Ys 4-8	
6.15.00pm	Supper	
6.45pm	Activities for Y3 – Y8 boarders	

7.15pm	Additional activities
7.30pm	Bedtime Routine Starts
9.15pm	Y8 Lights out

Wednesday:

Wednesday is a half-day with children able to go home early, unless they are involved in a match.

4.00pm	Sign out
4.30pm-5.30pm	Activities
6.00pm	Supper
6.30pm-7.45pm	Activities
7.45pm-8.15pm	Treats & bedtime routine begins

Saturday:

Saturday is a half-day with children able to go home early, unless they are involved in a match.

7.35am	Breakfast
8:20am	Y6-8 Lessons
8:55am	Y3-5 Activities
12.30pm	Lunch
Afternoon	Sports
6.00pm	Supper or Mass (every other week - supper on return)
Evening	Activity or trip organised

Sunday

9.15am	Breakfast
11.00am	Mass (every other week)
Day	Activity
6.15.00pm	Supper
Evening	Preparation for week; normal bedtimes

EVENING ROUTINE IN SCHOOL HOUSE

Each weeknight, a member of the resident boarding staff will lead a duty team from supper time until 10pm, when they hand over to the House Parents. The duty team will usually consist of 2 members of the day staff, a gap student(s) and another resident boarding staff member.

After prep (4.55pm-5.30pm), children can choose from a wide variety of organised activities, such as CDT, cooking, magic, origami, ICT, art, and football.

Supper, like all mealtimes, is an important social time for the children; however, we do expect good manners and an acceptable level of noise. There is usually a hot dish and a salad bar. Supper is staffed by a residential member of staff and a member of the day staff. On popular nights, two dining rooms are used.

In the winter, activities are sometimes limited by the weather and light. Children's activities take place within lit areas, and everyone is in the main building by 8.00pm.

Children go 'upstairs' at 15 minute intervals. Once upstairs they have 30 minutes to shower, have their snack, make any phone calls, and socialise with their friends, other children and House Parent and brush their teeth, before it is Quiet Time (bedtime). This is an opportunity for children to either read or talk quietly with their dorm mates. On some nights staff may read to a dormitory.

Year	Upstairs	Bedtimes	Lights out
Years 3	7.15pm	7.45pm	8.00pm
Years 4	7.15pm	7.45pm	8.00pm
Years 5	7.30pm	8.15pm	8.30pm
Year 6	7.30pm	8.15pm	8.30pm
Year 7	8.00pm	8.45pm	9.00pm
Year 8	8.15pm	9.00pm	9.15pm

Wednesday Evening

Wednesday is a half-day, with some children going home early (4.00pm). The evening routine is different from the other weeknights; it is designed to be a special, exciting, activity-filled evening.

Supper is at 6.00pm, followed by organised activities / entertainment for all those in Years 3-8. This might involve two different activities (one for the younger boarders and one for the older ones).

General Duties

Children in Years 6, 7 and 8 are expected to help with duties around the house.

- Year 7 are expected to lay up the dining tables for breakfast. When Year 8 go on their Summer Camp, Year 7 will be expected to do the Year 8 duties (such as lock-up and wing duties)
- Year 8 are expected to do a variety of duties about the House (eg lock-up and washing dishes)

The House Parent will ensure that children are shown how to do their duties in a safe and sensible way.

Prefects

Each year a Year 8 boy and girl are designated Head of School and it is their responsibility to encourage the other children to do duties as best as they can.

Prefects are inducted by the Deputy Head and given a copy of their 'Job Description'.

LEISURE ACTIVITIES & WEEKENDS

Week Days

It is important that children have the opportunity to experience a range of activities and hobbies. Moor Park offers much in this area. There are two main activity times:

Session 1: 5.30pm-6.15pm

Session 2: 6.50pm-7.15pm

Session 1 - Members of staff (and occasional external instructors) organise and supervise a range of activities for both boarding and day children. These activities are usually organised the term before. The Deputy Head is responsible for this session and can be contacted through the school office.

Session 2 - This is an additional session after supper. During supper, the duty staff discuss with the children the options available.

Wednesday Evenings

Wednesday evenings are more relaxed. After school/matches boarders may change into casual clothes. There are activities before supper after which there is often some form of entertainment/ activity (eg, disco, waterfights, BBQ and theme evenings) for all the boarders to enjoy, often ending in a special treat.

Weekends

Weekends are very much family oriented. On a Saturday afternoon, boarders are looked after by one member staff who will organise an activity for them. In the evening, the House Parents take over: there is a relaxing meal followed by some evening entertainment or an excursion (eg a cinema visit or the golf range).

Each Sunday, after a late breakfast with the House Parent on duty, there is an activity in which all the boarders are encouraged to take part. Activities may include: ice-skating, mountain boarding, visits to local places of interest and a day out at a theme park. Activities incur a small charge that will be added to the school bill.

Each weekend all boarders attend Mass, either at St Peter's in Ludlow or in the school chapel. Parents are always welcome to join us on these occasions. Details of services and visiting preachers can be found in the school diary.

Shopping and Theme Parks

There will be times when to encourage and acknowledge responsibility, older children will be allowed to 'go-off' in small groups when on shopping trips or at a theme park (such as Drayton

Manor). Parents are to be assured that this will only apply to children in Years 7-8, about whom the duty staff are confident. If parents (of Years 7 & 8 children) would rather their child be supervised then they should contact the House Parents.

- Each group will have a mobile phone and have the number of the duty member of staff and the school number. Likewise the duty staff will have the number of the mobile phone of each group.
- Clear boundaries of where the children may go will be set as well as relevant meeting places and times. Emergency procedures are also discussed.
- Children in Years 4 – 6 will always be supervised by a member of staff unless permission has been gained from the parents and the situation allows.

Exeats

An Exeat is a leave weekend which starts at 4.00pm on Friday and boarders return by 6.00 pm Sunday evening or on Monday morning. During the year there are 2 Exeats in the Michaelmas term, 2 in the Lent term and 2 in the Summer Term (May Bank Holiday) when the boarders return on the Monday evening. Most of the full-time boarders are generally invited to stay with an English family during Exeat. Any boarders who are left in school will be looked after, and taken on excursions, by the Boarding staff.

Procedure for Weekend Invitations

If a British family wish to invite a full boarder for the weekend, they will need to do so by contacting their parents directly whilst copying the school in, as this is a private arrangement between parents.

Parents are asked to give consent for the school to share relevant medical information with inviting families so that the appropriate care can be given to the children whilst they are away from school.

FLEXI-BOARDING

We encourage all children to try boarding while they are at Moor Park. Many children and parents are unsure about boarding at first and to help them experience the benefits that boarding has to offer we offer flexi-boarding. Children may stay for just a night but to have a real taste of the boarding experience we encourage children to stay for one or two nights every week and build to weekly boarding. When demand exceeds supply and there are no spaces, a 'waiting list' system is operated.

Absenteeism

We encourage the children to keep to their boarding commitment and ask for your support in this. There will be exceptions and good reasons for not boarding on occasions and we ask that you give notice of any absence where possible.

If you take your child out of boarding for a lengthy period of time, then your child will slip down the priority list. We cannot guarantee your child's original nights.

Boarding Experience

Children can start boarding from Year 3, from Year 5 we encourage them to increase their commitment to two nights per week. This approach helps children to adjust to a gradual increase to weekly boarding, which they often do by Year 8.

Priority

Some nights are very popular, with too many children wanting too few beds. Unfortunately, there is a limit to how many we can fit into a dorm or on a wing. Priority will be given to:

- Those who board more often
- Those who have shown a lengthy commitment to boarding

The nature of flexi-boarding means that some children may have to 'share' a bed and/or 'bed hop' (ie not have their own bed every night) – we will obviously do our best to minimise this.

Booking

At the end of each term and year it is assumed that present boarders will continue to do the same boarding nights unless we are told otherwise.

If you wish to increase or change your child's number of nights, please contact the House Parent (ideally 2 weeks before the end of term).

For The Tree House a 'Request to board form' will be sent to all parents at half term for the following term and should be completed.

Pastoral Care

We will obviously do our best to ensure that all children are clean, well-presented, and physically cared for, but we encourage parents of children who board three nights or less to do a nit check regularly and cut nails.

Clothing

Parents are encouraged to ensure that children bring in (or have at school if they board two nights or more) a spare set of uniform and underwear when their children are boarding (please see Personal Items).

Personal Items

Mobile phones and iPods can be used by full boarders, Year 8s or those children who board three nights or more. Mobile phones and iPods can only be used on the boarding landing and must be locked away before reading time. Both mobile phones and iPods should be clearly marked. Parents should be aware that with advancing technology, it is difficult to keep control of what children use iPod and mobile phones for. Your help in this is much appreciated.

Children are able to bring in their own duvet covers, duvets, pillows, mattress topper and blankets, as well as photographs of family/friends and other personal effects.

All boarders should also bring in their reading book. Use of the school library is encouraged, and a number of books are also available on each wing should a boarder forget their book.

RECORDS AND PROCEDURES

a. Personal Records: These are kept in the school office and comprise a record of each child's time in the school and in the boarding house.

b. Accident and illness: These records are kept by the First Aid co-ordinator. They are filed in the Medical Centre/Sick Bay.

c. Fire Practice Records: These are kept by the Fire Officer in the Staff Common Room. In each dormitory and corridor there is a list of what to do in the event of fire.

d. House Parents' Records: These are kept by the House Parents. These records include occasional boarders, boarders going out, trip lists, staff duty rotas, dormitory lists, activity lists, questionnaires, children's duty rotas and risk assessments.

e. Boarding Diary: Each Boarding Wing has a diary to record any noteworthy events that happened that evening, positive or negative. These are read regularly by staff involved with boarding and checked each morning by the Deputy Head.

f. Welfare Book: Any welfare issues are recorded in the Welfare Book, which is kept in the Staff Room, and are read by the Headmaster and staff on a daily basis.

The school has a comprehensive Welfare Policy, which is sent to all new parents and parts can be accessed from the school website.

SCHOOL WELFARE POLICIES COMPLAINTS

Moor Park prides itself on the pastoral care provided for its boarders. The school has a duty to ensure that all complaints or worries are resolved quickly, appropriately, and informally. It also has the duty to provide counselling or even just a sympathetic ear for children who are troubled. However, if a parent or child has a complaint or worry, about any aspect of school, then they should follow the suggested routes below.

Children

Children have the right to draw attention to anything in school life which they feel is not as it should be and not be penalised for doing so when done in good faith. They may also have the need merely to talk through things that are troubling them. All staff in the school will be receptive to a child going to them with a problem. They will endeavour to resolve the problem themselves or, if they are unable to do so, direct the problem to someone who can. The complaint or worry and action taken will be recorded.

Boarders are encouraged to speak to one of the following:

- Prefects
- The gap student (gaps are seen as non-teaching staff and may appear more approachable)
- Any member of (the residential/boarding) staff or House Parent
- Their form teacher
- The secretaries

Boarders can also use the 'Suggestion Box' (which is kept at the bottom on each wing) or use their class representative for the School Council (which usually meets twice a term).

If the child does not feel that their complaint has been heard or thoroughly investigated, they may wish to speak to:

- The Headmaster

If the child feels uncomfortable with speaking to any of the above people or does not feel that their complaint has been dealt with properly, then they are encouraged to speak to:

- Their parents (who can then contact the appropriate person)

In some circumstances a child may wish to speak to an independent or anonymous 'outsider'. In this case boarders can contact:

- School Independent Listener (phone number can be found above the children's phones)
- Childline (the phone number can be found above the children's phones)

- The Office of the Children’s Commissioner (the phone number can be found above the children’s phones)

The induction programme for new boarders will include instructions in these procedures and all complaints will be recorded.

Parents

Parents are encouraged to contact the House Parents first (or the child’s tutor, who will then liaise with the House Parents) and then the Deputy Headmaster or Headmaster if they feel that the appropriate action has not been taken. For more serious concerns, parents are asked to put their worry or complaint in writing, so that there is an ‘official’ response.

In the event of an unsatisfactory conclusion being reached with the school, parents may contact the Chairman of Governors.

The school should respond to parental concerns within 24 hours and endeavour to bring the matter to a conclusion within 48 hours.

If a parent still feels that that the school has not taken the appropriate action they may wish to contact OFSTED by telephoning 08456 404040 or emailing enquiries@ofsted.gov.uk.

Child Protection

All forms of child abuse, verbal, physical and sexual, are unacceptable; many are illegal and will lead to dismissal and prosecution of staff and expulsion of children. All staff receive regular training in this area (see Moor Park Child Protection Policy).

The school Designated Safeguarding Lead is **Mr C Minogue** (Headmaster).

BIBLIOGRAPHY

In putting together this handbook reference was made to:

- Children Act 1989 School Life Pupils View on Boarding
- The Children Act 1989 Guidance and Regulations. Volume 5 Independent Schools
- Independent Boarding Schools Handbook
- Good Practice in Boarding Schools. Boarding Schools Association
- ‘In Loco Parentis’ E Anderson 1994
- Boarding School National Minimum Standards – Effective Sept 2015