



PRESTFELDE

Boarding Handbook 2024-2025

Prestfelde House
Years 3-8



Welcome from the Prestfelde House Boarding team!

Welcome to Prestfelde House! We are happy to welcome you to boarding at Prestfelde School and hope that you are excited to be a part of our wonderful boarding community.

Boarding at Prestfelde, offered to all pupils in Years 3-8 from Monday through to Friday, is an important part of the Prestfelde experience. As a boarder, you will develop and grow friendships, learn a vast range of new skills through our activity programme, experience a new level of independence and self-management, all in a home-from-home environment surrounded by a warm, caring, and supportive team of staff. You will make memories that will last a lifetime.

We are proud of the Prestfelde House activity programme, which offers a wide variety of experiences either within our stunning grounds, on-site facilities or outside of school. You can expect everything from paddle boarding and pool parties to dry slope skiing and movie nights! Ad hoc boarders can book in for nights of their choosing on SOCS.

The boarding team are here to help you make the most of your boarding experience and ensure that you are happy, safe, and having lots of fun!

Mrs Keogh-Jones (Head of Boarding) and the Boarding Team



Prestfelde School Statement of Boarding Principles

- Boarding provides a happy, caring environment that meets the needs of everyone and provides opportunities for personal development.
- Boarders can approach any member of the school community, confident in the knowledge that they will be treated and respected as an individual.
- Boarders will develop greater independence as they take greater responsibility for themselves, others, and their environment.
- Boarders will develop leadership qualities and the ability to work as part of a team in a boarding community.
- Boarder will receive equal opportunities and respect, regardless of ethnicity, culture, gender, or disability.
- Boarders will develop intellectually through well-structured prep with access to staff and other pupils in an atmosphere that values effort and provides positive encouragement.
- Boarders will participate in a rich and exciting extra-curricular programme, developing a range of new skills.

- Boarders will work, play and relax free from abuse, intimidation, harassment and bullying.
- Boarders will benefit from a structured organisation to the day and the importance of making sensible and constructive use of leisure time.
- Boarders will follow a discipline policy that demands high expectations in terms of personal behaviour, and they must accept the consequences in cases of misconduct.
- Boarding provides opportunities to develop spiritually, culturally, morally, and socially.
- Boarding will provide an environment that is, as far as possible, free from physical hazards and dangers of any sort.
- Boarding will provide accommodation that is comfortable and is suited to the needs of boarders, according to age and maturity and provide adequate levels of privacy.
- The Boarding House will develop and maintain channels of communication with parents, to ensure there is a partnership regarding the support and development of every boarder.

It is our expectation that boarders at Prestfelde House will become kind and respectful citizens, excellent team workers, confident self-managers, and achieve even greater success in their schoolwork. Boarding must be a partnership between adults and children based on mutual trust and respect, and it should be acknowledged that it is not a commodity that suits every individual.

Meet the Prestfelde House Team

Head of Boarding: Mrs Keogh- Jones



Lives with you at Prestfelde House

Mrs Keogh-Jones, also Head of English and Head of Wellbeing, is the Head of Boarding at Prestfelde House and lives on site with her family. She is always on-hand and available to support boarders throughout the week. Mrs Keogh-Jones is proud to be part of the boarding family and work with a fantastic team of staff. She believes that boarding at Prestfelde is an important part of preparing our pupils to become well-rounded, happy, and successful young people, both at Prestfelde and beyond. Mrs Keogh-Jones is a music fanatic and loves to go to concerts and festivals. She is also a huge fan of movies, creative arts, reading and outward bounds, including hiking, biking, paddleboarding and

canoeing, so expect a whole range of fun activities on Friday evenings. *Fun fact:* Mrs Keogh-Jones used to be work for a music label and spent her days searching for new bands and singers to sign!

Assistant Head of Boarding: Mr Brittleton



Lives with you at Prestfelde House

Mr Brittleton is the new Assistant Head of Boarding at Prestfelde House. Mr Brittleton is a proud Year 5 teacher in Middle School and also teaches sport to all years here at Prestfelde. He has been at the school for 3 years and has experience teaching across all year groups. Mr Brittleton loves being part of the Boarding House and strongly believes that boarding creates a family bond more than any other area in a school environment, with so much opportunity to create memories that will last forever. Mr Brittleton is an avid sportsman who loves to both watch and play any sport he can, in particular football and golf! Mr B will always be on hand to help if you ever need him, however be warned if it something competitive he will try and beat you!

Fun Fact: Mr Brittleton plays semi-professional football!

Boarding at Prestfelde House: FAQs

<i>Who will look after me, and who should I go to if I have a problem?</i>	The Boarding Assistant () and the Head of Boarding (Mrs Keogh-Jones) or Assistant Head of Boarding (Mr Brittleton) will look after you on your boarding night and you can speak to them about any problems or concerns you have whilst boarding. You can also speak to your form tutor, or any SLT member of staff whilst in school. You are always allowed to speak to the independent listener if you want to talk to someone who is not in school.
<i>What happens if I feel ill or if I hurt myself?</i>	The school has a Health Centre which is open during the day. We have a qualified Paediatric First Aid trained day matron who works there. During the school day you can ask to go to the Health Centre if you are feeling unwell. In the evening, you should go to either the Head of Boarding or the Assistant Head of Boarding and they will look after you and see that you get any help that you need. If you are taking medication, this should be given to either the Day Matron during school hours or Mrs Keogh Jones or Mr Brittleton upon arrival to the Boarding House and it will be kept safe for you and administered at the requested time(s).
<i>How do I keep in touch with my family and friends?</i>	The boarding house has a boarding mobile phone which can be used in the evenings to call parents should you need to. Devices such as Chromebook/laptops are allowed in Prestfelde House (senior pupils only) but will be collected at bedtime (including mobile phones for boarding who are boarding for 3+ nights) so that you can settle down for a great night's sleep.
<i>What happens on weekdays?</i>	Have a look at our Prestfelde House boarding schedule on the next page!
<i>What happens at the weekends?</i>	Wake up time is a little later at weekends and everyone enjoys a lie in. There is Saturday sport for Years 3-8 on Saturday mornings and later in the Autumn term there will also be our Performing Arts mornings with Mrs Randall. All Boarders go home after sport/activities on a Saturday, or at 9.15am if not staying for either.
<i>How do I change the sheets on my bed?</i>	Every morning, you will take your bedsheets off your bed and volunteers from each dormitory will have the responsibility of taking them down to the laundry room. Mr Brittleton and Mrs Keogh Jones will go through this with you. They will also ensure there is fresh bedding every evening.
<i>Who should I tell if something is damaged or if I break something in my dorm?</i>	Tell one of the boarding staff as soon as possible and it will be removed and repaired or replaced. If you break or damage something by accident, please also inform a member of staff, it is far better to tell someone straight away than to leave it for others to discover. Most importantly, do not worry. Accidents do happen!
<i>What should I do if the fire alarm goes off?</i>	You should leave the building immediately through the nearest safe fire exit. You will be shown the exits from the area around your room and common room at the beginning of your time in the house. Do not stop to collect possessions. Evacuate the building in silence and make your way sensibly and quickly to the meeting area. If there is an evacuation during the night, it is important to wear proper shoes when you come out, and not slippers, since you are far less likely to slip and fall in shoes. You should also wear something warm over your nightwear such as a jumper, hoody or dressing gown. The Head of Boarding and Assistant Head of Boarding will go through the fire evacuation procedure at the start of each term.
<i>Will my belongings be safe?</i>	All belongings must be clearly labelled with your name. Money and valuables can be handed in to the Head of Boarding and Assistant Head of Boarding. The boarding house is a safe and secure place for your belongings, but if you do lose or mislay something you should report it to a member of staff on duty as soon as possible.

Boarder's Daily Schedule

Morning

- 0700** The morning begins with a wakeup call from your either Mrs Keogh Jones or Mr Brittleton. You will then get washed, brush your teeth, and get dressed ready for breakfast. If you have Games that day, please make sure you have your kit with you. At the end of the week you will strip your bed sheets and leave them in the designated spot (outside your dorm) ready for a volunteer to take to the laundry room.
- 0750** Breakfast in the Dining Hall.
- 0815** Breakfast ends and you make your way to your form room for morning registration.

Evening

- 1600** End of the school day. You will have a snack and drink before heading to prep/clubs.
- 1700** End of first prep/club. You will be escorted up to Prestfelde House by the Boarding Assistant and gap students to settle into your designated dormitories and change into your casual clothes. You will also have time here to complete additional prep if you need to.
- 1745** Supper in the Dining Hall.
- 1830** Supper ends and you return to Prestfelde House to begin the evening activity.
- 2000** Juniors, it is time to get freshened up after your evening activity. It's time to shower, brush your teeth and get ready for bed.
- Senior pupils can have some chill time in the boarders' lounge to hang out with friends or watch TV.
- 2015** Junior bedtime. It is time to get into bed and unwind after an exciting day. You will have 15 minutes of reading time before lights-out.
- 2030** Junior lights out.
- Seniors will now head to the shower rooms to get clean and ready for bed. You will have 30 minutes of reading time in your dormitories before lights out.
- 2100** Senior lights out.

What will I need to bring when I board?

Here is a checklist of essential items to make sure you are ready for your boarding night at Prestfelde House.

- Pyjamas, dressing gown and slippers
- Comfortable clothing and trainers suitable for your evening activity.
- Clean uniform (or Games Kit) for the following day
- A toothbrush, toothpaste, hairbrush/comb, and shower toiletries
- A towel
- Anything important that you need for school the following day
- A reading book: there will be reading time every night before lights-out
- You are more than welcome to bring anything to help you feel at home while boarding, such as a cuddly toy or your own pillow/blanket.
- Any medication that you may need.

Bring your packed bag to the school office in the morning and we will make sure that it arrives safely in the Boarding House ready for when you arrive.

Prestfelde Weekly Boarding activities

This is how the new weekly activities will look starting from September 2024, you can have a look at the fun and exciting things we have up and coming.

WEEKLY ACTIVITIES



Important Contact Information

Prestfelde School Office: 01743 245400

Prestfelde House: 01743 298546

Boarding Mobile: 07486 979224.

Head of Boarding: hjones@prestelde.co.uk or please call the school office.

Assistant Head of Boarding: ebrittleton@prestfelde.co.uk

Additional support at Prestfelde House.

Bullying is unacceptable behaviour at Prestfelde.

At Prestfelde we treat everyone with kindness and fairness, and do not accept behaviour that is deliberately hurtful to anyone. If you experience or witness unkindness at Prestfelde House, you can speak to anyone in the boarding team. You can also speak to The Headteacher, the Deputy Head (academic), the Deputy Head (pastoral), or the Head of Boarding.

If you want to speak confidentially to somebody who is not involved in the day-to-day life of the school, you can contact our **Independent Listener**. She is always happy to hear from Prestfelde pupils.

Independent Listener: 07790 945121

Other Useful Numbers:

Childline	:	0800 1111
The Samaritans	:	08457 90 90 90
NSPCC	:	0800 800 5000
Shropshire Safeguard Team	:	0845 6789 006
After 5pm or at weekends (Emergency Social Work Duty Team)	:	0845 6789 040
Children's Rights Director	:	0800 528 5000

Independent Schools Inspectorate:

CAP House
9-12 Long Lane
London
EC1A 9HA

concerns@isi.net

Office of the Children's Commissioner:

Freephone : 0800 5280731
or website : www.childrenscommissioner.gov.uk
or email : info.request@childrenscommissioner.gsi.gov.uk

The Designated Safeguarding Lead (DSL) is **Mike Haswell, Deputy Head Pastoral:** 01743 245 400 mhaswell@prestfelde.co.uk