



PRESTFELDE

Prestfelde House Boarding Handbook 2025-26



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Welcome from the Prestfelde House Boarding Team!

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

Boarding at Prestfelde, offered to all pupils in Years 3-8 from Monday through to Saturday, 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, movie nights, baking sessions, and treasure hunts! Ad hoc boarders can book in for nights of their choosing on SOCS. This handbook aims to answer questions you might have about boarding life at Prestfelde.

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), Mr Brittleton (Assistant 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.
- Boarders 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.

Why Boarding at Prestfelde?

For Boarders: Prestfelde House is special because you can choose when to board—try one night or stay all week (Monday–Saturday)! It’s like a big family where you make friends, try new things, and grow stronger. With fun activities and caring staff, you’ll love your time here!

For Parents: Our flexi-boarding model lets you tailor boarding to your family’s needs, with the option to book ad hoc nights via SOCS or commit to regular and/or weekly stays. Our small, close-knit community ensures personalised care, fostering resilience, independence, and strength of character in a safe, nurturing environment. We focus on weekly boarding to allow weekends at home and genuine flexibility, blending school life with family time for well-rounded development.

Meet the Prestfelde House Team

Head of Boarding: Mrs Keogh-Jones

Lives with you at Prestfelde House



Mrs. Holly Keogh-Jones, Head of Boarding at Prestfelde House, lives on-site with her family and brings warmth, dedication, and enthusiasm to our boarding community. As Head of Wellbeing and a key member of our pastoral team, she is passionate about creating a nurturing, home-from-home environment where every boarder feels valued and supported. Mrs. Keogh-Jones firmly believes that boarding allows young people to develop resilience, independence, and strength of character, shaping them into confident and compassionate individuals. She also believes that boarding is an opportunity to build lifelong friendships and create wonderful memories. Leading an exceptional team, she ensures boarders thrive through an exciting events programme delivered and led by a team of passionate house staff, from paddleboarding down the River Severn, dodgeball, silent discos, escape rooms, hill walks, bowling, outdoor cinema events and more. With her caring approach and commitment to every child’s growth, Mrs. Keogh-Jones makes Prestfelde House a vibrant and welcoming place to live and learn. Mrs Keogh-Jones loves travel, reading, music, going to festivals and spending time outdoors with her daughter Freya, husband Kristian, and cocker spaniel Ruby!

Assistant Head of Boarding: Mr Brittleton

Lives with you at Prestfelde House



Mr. Brittleton serves as the Assistant Head of Boarding at Prestfelde House, where he is also a proud Year 5 teacher in the Middle School and a sports coach for all year groups. Passionate about the Boarding House, he values its ability to foster a strong sense of community and security while helping pupils develop essential life skills like independence and resilience. Above all, he believes boarding offers a unique chance to create lasting memories and lifelong friendships. A passionate sports enthusiast, Mr. Brittleton enjoys both watching and playing a variety of sports, with a particular love for football

and golf. Always approachable and ready to lend a hand, Mr. B brings energy and warmth to the boarding experience. Fun Fact: He plays semi-professional football!

Boarding Assistant: Miss Forster

On duty every evening 4-9pm



Meet Miss Katherine Forster, our amazing Boarding Assistant, who brings boundless energy and endless warmth to Prestfelde House! Whether she's serving up supper, leading epic evening activities like Escape Rooms, quizzes and dodgeball, or guiding you through bedtime routines, Miss Forster makes every night fun and organised. Growing up in boarding houses with her parents, who were Housemaster and Housemistress at some of the UK's top private schools, and having been a boarder herself, she knows exactly how to make you feel right at home. As a PE teacher, she'll cheer you on during cricket practice, hockey matches, and more, helping you shine on the field. With her creative ideas, calm and caring vibe, and knack for making everyone feel safe and valued, Miss Forster turns boarding into a joyful adventure- like being part of a big, happy family!

Gap Students

Our gap students support the team with activities and supervision, bringing fresh ideas and enthusiasm to Prestfelde House. They will join you for break and supper and help you settle into the boarding house each evening. They're recent school leavers who love working with younger pupils and adding fun to our daily routines!

Getting Started: Your First Boarding Night

For Boarders: We'll give you a big welcome and show you around Prestfelde House. You'll meet your buddy (an experienced boarder to help you settle) and learn the routines. Don't worry—it's like a fun sleepover with friends! Bring your favourite toy or photo from home to make it feel cozy. Mrs Keogh-Jones and Mr Brittleton are happy for you to visit as many times as you'd like before you start boarding with us!

For Parents: New boarders receive a personalised induction with the Head of Boarding, including a tour, health & safety briefing, and team introductions. We pair them with a buddy for support—always a regular boarder with lots of experience and reassurance. Contact us if your child needs extra help settling in or with any information that might help us make their start to boarding life as seamless as possible. We recommend starting with one or two flexi nights to ease into weekly boarding. On arrival, drop off your child's bag at the school office—we'll ensure it's ready in the dorm.

Top Tip for Boarders: Ask your buddy lots of questions—they know all the best spots in the house!

Your Home at Prestfelde House

Prestfelde House is cozy and fun, spread over two floors. On the first floor: our boarders lounge with TV, a great range of books and games, and sofas for relaxing; two girls' dorms with 12 beds; modern bathrooms with private showers and toilets; and a medical room for if you're feeling unwell. On the second floor: a Games room with pool table, table football, dart board, TV, Nintendo Switch, and ping pong table; a large 8 bed dorm that can be used by boys or girls; our boys' corridor with 16 beds across three dorms; and another hi-spec bathroom. Everything is safe and comfy—your dorm is like your own space and you can bring decorations to make it feel like home! Weekly boarders can personalise with posters or photos, and we have secure storage for valuables and laundry facilities (sheets washed weekly).

Rules: Keep it tidy, respect others' privacy, and no food in dorms. We clean daily, but everyone helps with small tasks to build teamwork.

Fun Fact: The games room is perfect for rainy days—challenge your friends to a ping pong tournament!

Daily Schedule

Morning

Time	Activity
0700	The morning begins with a wakeup call from 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, with a range of healthy options on offer, like cereals, fruit, toast, and yogurt.
0815	Breakfast ends and you make your way to your form room for morning registration.

Evening

Time	Activity
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 bedrooms 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—healthy meals with choices like pasta, salads, or stir-fries. Allergies catered for!

Time	Activity
1830	Supper ends and you return to Prestfelde House to begin the evening activity. Pupils who wish to relax or study instead will remain in the boarding house with Mrs KJ or Mr Brittleton.
2000	Juniors will get freshened up after your evening activity. It's time to shower, brush your teeth, get into pyjamas and get ready for bed. Senior pupils can have some chill time in the boarders' lounge to hang out with friends or watch TV while the Juniors prepare for bed.
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 ready for bed. You will have 30 minutes of reading time in your dormitories before lights out.
2100	Senior lights out.

Weekends: Wake up is a bit later on Saturdays (around 0800) for a relaxed start with a fun brunch. Join Saturday sports (Years 3-8) or Performing Arts mornings. Boarders head home after activities (around 1200) or at 0915 if not participating. No boarding on Sundays—enjoy time with family!








Top Tip for Boarders: Pack your games kit early so you're ready for Saturday sports!



Activities at Prestfelde House

Every week, we plan fantastic activities and games, including special off-site events every half term such as cinema trips, bowling, theatre visits, paddle boarding or nature walks. But don't worry, there will be lots of opportunities for downtime too, like reading or chatting with friends. We have activities planned every night, but you can also choose to spend your evenings relaxing, completing prep, watching a movie or chatting with your friends.

Here is an example of our termly activities:

Week Commencing	02.09.24	09.09.24	16.09.24	23.09.24	30.09.24	07.10.24	14.10.24
Monday Movie Night	SUMMER HOLIDAY ²	MOVIE NIGHT ⁹	MOVIE NIGHT ¹⁶	MOVIE NIGHT ²³	MOVIE NIGHT ³⁰	MOVIE NIGHT ⁷	MOVIE NIGHT ¹⁴
Tuesday Treat Night	SUMMER HOLIDAY ³	KIDS IN CHARGE! ¹⁰	GAMES NIGHT ¹⁷	BOARDERS' BAKE OFF ²⁴	NINTENDO SWITCH SPORTS ¹	OUTDOOR GAMES ⁸	HOUSE HIDE & SEEK ¹⁵
Wednesday Wind Down	Big Chill ⁴	Pamper Night ¹¹	Board Games ¹⁸	Yoga ²⁵	Mindful Activities ²	Get Creative ⁹	Cosy Club ¹⁶
Thursday Get Active!	 ⁵	 ¹²	 ¹⁹	 ²⁶	 ³	 ¹⁰	 ¹⁷
Friday Fun Night	MANHUNT MAYHEM ⁶	GLADIATOR GAMES ¹³	HOUSE QUIZ & GAMES ²⁰	HOLLYWOOD BOWL ²⁷	Nintendo Tournament ⁴	CLIMBING WALL ¹¹	HALF TERM ¹⁸
Saturday Morning	SATURDAY MORNING ACTIVITIES ⁷	SATURDAY MORNING ACTIVITIES ¹⁴	SATURDAY MORNING ACTIVITIES ²¹	SATURDAY MORNING ACTIVITIES ²⁸	SATURDAY MORNING ACTIVITIES ⁵	SATURDAY MORNING ACTIVITIES ¹²	HALF TERM ¹⁹

Fun Fact: Our activities help you try new things, like learning to cook or exploring nature trails—perfect for building teamwork and confidence! We adapt for all ages, with junior-friendly options like simple crafts and senior challenges like adventure hikes.

For Parents: Activities promote physical health, creativity, and social skills, with risk assessments for off-site trips. We encourage suggestions via the Boarding Council.



Staying Healthy and Safe

Health: If you're unwell, tell a staff member—we have first aid-trained staff (including paediatric training) and a Health Centre open during school hours. If you need medication, parents must hand them into our School Nurse with a medical permission form. For mental health and wellbeing, chat with Mrs. Keogh-Jones (Head of Wellbeing) or access support like counselling. Meals are healthy and varied—tell us about allergies or preferences, for example gluten-free, vegetarian, or halal, and we'll cater for you with balanced options like fresh fruits, veggies, and global flavours.

Homesickness: It's normal to miss home, especially at first! Talk to us—we can help with calls home, a comforting chat, or fun distractions like a game night. Tips: Bring a photo or toy from home, chat with your buddy, or write a letter to family. For parents: We'll keep you updated if your child seems homesick and suggest ways to support them, like short video calls or care packages.

Safeguarding: Your safety is our top priority. If something worries you (e.g., bullying, feeling unsafe, or online concerns), speak up—we'll listen and act. We monitor Chromebook use with filters to keep you safe online and teach e-safety in PHSE. Bullying is unacceptable at Prestfelde—we treat everyone with kindness. Report any unkindness to the boarding team straight away. All staff are trained to spot and handle concerns, and we follow our Safeguarding Policy.



Top Tip for Boarders: Drink lots of water and get good sleep—our water machine is always available! If you're feeling down, try a hug from your buddy or a fun activity. Prestfelde House were awarded the BSA Sleep Champions Award in 2024, so sleep really is our top priority!

For Parents: We conduct daily health check-ins and medical handovers. In emergencies, we contact you immediately and escalate to services if needed. Our team includes DSL-trained staff for safeguarding.

House Rules: Being a Brilliant Boarder

We follow school rules: Be kind, respectful, and helpful. Rewards: Stars for good behaviour lead to treats like extra game time, a movie choice, or a special outing! If rules are broken (e.g., unkindness or not tidying up), we talk it through and may use sanctions like missing an activity or a reflection time. See our Behaviour Policy for details.

Examples of Rules:

- Be kind to everyone—no bullying or teasing.
- Keep your dorm tidy and respect others' space (e.g., no borrowing without asking).
- Follow lights-out times for a good night's rest.
- Use devices responsibly (no mobiles; hand in laptops at bedtime to avoid distractions).
- Help with small tasks, like tidying after activities, to build teamwork.

Fun Fact: Being a Brilliant Boarder means making friends and having fun—last year, our top boarders helped plan a dorm decorating contest!

For Parents: We promote positive behaviour through encouragement and restorative talks, aligning with our ethos of building character and independence. Serious issues are logged and shared with you promptly.

The Boarder's Promise

I promise to:

- Be kind and friendly to everyone.
- Keep my dorm tidy and help others.
- Try new activities and have fun!
- Tell a staff member if I'm worried.

For Boarders: Sign your name on our Promise Board in the lounge to show you're a Brilliant Boarder! We'll celebrate your commitment to being an amazing member of our boarding family with House Points!

For Parents: This promise encourages positive behaviour and teamwork, supporting our focus on personal growth. We review it during induction.

Your Voice Matters!

Join the Boarding Council to share ideas—elected reps from each year group meet regularly (twice a term) to discuss dorms, meals, and activities. Use the suggestions box outside the lounge or talk to staff anytime. We review feedback termly to make boarding even better, like adding new games based on your ideas (e.g., last term we introduced a board game library from pupil suggestions)!

For Boarders: Your ideas help make Prestfelde House awesome—tell us what activities you'd love, like more craft nights or outdoor games!

For Parents: The Boarding Council ensures your child's views shape our programme. We share updates in termly newsletters.

A Guide for Parents

Communication: We'll keep you updated with weekly emails from the Head of Boarding, including activity highlights, pastoral notes, and any concerns. Call or email us anytime (see Contacts). For weekly boarders, we provide progress updates mid-term. Our Prestfelde Boarding page on Instagram is always filled with our daily activities and updates, so make sure to follow us there.

Supporting Your Child: Weekly boarding builds independence, but the transition can take time. Encourage your child to try flexi-boarding first and share any worries with us. We'll work together to ensure they settle in happily, with options like extra check-ins or phased starts.

Top Tip for Parents: Pack a small comfort item (e.g., a family photo) to help your child feel at home. Discuss boarding routines at home to build excitement!

Extra Resources: Our Parent Portal on Firefly has boarding tips, menus, and policy links. Join our termly parent coffee mornings to meet the team and share feedback.

Frequently Asked Questions (FAQs)

Question	Answer
<p>Who will look after me, and who should I go to if I have a problem?</p>	<p>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.</p>
<p>What happens if I feel ill or if I hurt myself?</p>	<p>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). For emergencies, we contact parents and services immediately.</p>
<p>How do I keep in touch with my family and friends?</p>	<p>The boarding house has a boarding mobile phone and landline, 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 so that you can settle down for a great night's sleep. Parents can call anytime, and we encourage short evening check-ins.</p>
<p>What happens on weekdays?</p>	<p>Have a look at our Prestfelde House boarding schedule on the previous page!</p>
<p>What happens at the weekends?</p>	<p>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. Enjoy family time on Sundays—no boarding available.</p>

Question	Answer
How do I change the sheets on my bed?	If you need to change your bedsheets, let the boarding team know and they will make sure your bedding is laundered. Ad hoc boarders will always have fresh sheets on their beds when they arrive. Weekly boarders can request laundry help mid-week if needed.
Who should I tell if something is damaged or if I break something in my dorm?	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! We log minor incidents for safety.
What should I do if the fire alarm goes off?	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 and practice drills termly.
Will my belongings be safe?	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. We have lockers and CCTV for added security.

How to Make a Complaint

For Boarders: If you're unhappy, talk to Mrs. Keogh-Jones, Mr. Brittleton, or our Boarding Assistant—they'll help fix it quickly. If you want to talk to someone outside school, contact our Independent Person (Lee Irwin: 07747112447) or call Childline. We'll listen and sort it out together.

For Parents: Start with the Head of Boarding or Deputy Head (Pastoral) via email or phone. If unresolved, contact the Head or a Governor within 7 days. Our full Complaints Policy (on the website) explains the process—we aim to resolve informal complaints within 24–48 hours and formal ones within 14 days. All complaints are handled fairly, confidentially, and without affecting your child's experience.

Top Tip for Boarders: Speaking up helps make things better for everyone—your ideas matter!

Important Contacts and Support

Prestfelde School Office: 01743 245400

Prestfelde House: 01743 234043

Boarding Mobile: 07486 979224

Head of Boarding: hjones@prestfelde.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 School.

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 (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 Person, Lee Irwin. He is always happy to hear from Prestfelde pupils and can support you if ever you need him.

Lee Irwin (Independent Person): 07747112447

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): 08456789 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: 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

Extra Support: For online worries, talk to staff—we have e-safety tips and filters on devices. If you're feeling low, our Wellbeing sessions include mindfulness and chats.

About the National Minimum Standards (NMS)

This handbook aligns with the National Minimum Standards for Boarding Schools (DfE 2022), which ensure high-quality boarding experiences. We are regularly inspected by the Independent Schools Inspectorate (ISI) to meet or exceed these standards, focusing on safety, wellbeing, and fun. For the full Boarding Policy, visit our website or ask the school office.

Glossary of Terms

Flexi-Boarder: Someone who boards on selected nights, not every week.

Weekly Boarder: Boards Monday to Saturday every week.

Buddy: An experienced boarder who helps new ones settle in.

DSL: Designated Safeguarding Lead—our expert on keeping everyone safe.

SOCS: Our online booking system for ad hoc boarding nights.

Boarding Council: A group of boarders who share ideas to improve Prestfelde House.