

NEW BOARDER INDUCTION

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Review frequency & next review due	Annually or as required

This policy focuses on meeting the needs of all new boarding students.

PRINCIPLES

Underwood Hall recognises that:

- All pupils are entitled to an education and an environment in which they feel recognised and valued.
- Pupils learn best and are happiest when they feel secure and valued, whatever their home language, culture or religion.
- Newly arrived pupils need additional support both educationally, emotionally and socially.
- It has a duty to promote race equality in line with the requirements of the Equalities Act (2010).
- Parents need to be able to access information about the school and the boarding environment as soon as is possible.
- The induction of boarders from overseas is an ongoing process which, culturally, goes beyond simply introducing them to the practices and protocols of the school.

HANDBOOK FOR BOARDERS & PARENTS HANDBOOK

In advance of their arrival at Wyndham College Prep School, boarders receive a great deal of information in paper and booklet form. Two key documents which provide a wealth of information and answer many questions that boarders will have ahead of them starting at the school are the Handbook for Boarders and their Parents (which is intended for both boarders and their parents) and the House Handbook for Underwood Hall.

WEBSITE

Much of the information in the handbooks, plus plenty more about the school, are available on the school website.

BUDDIES

Boarders who are due to join in September maybe assigned a buddy. Depending on the number of new joiners compared with the number of returning boarders, staff will decide whether it is appropriate to assign buddies or for the induction process to be best conducted as a whole house.

The buddy will be a boarder who is the same age or one year older than the new joiner. For boarders who join during the school year, for example in January or April, we recognise that the role of the buddy can be really important in ensuring that new joiners at these points settle in rapidly and feel part of the boarding community as soon as is possible.

The role of the buddy is to begin the friendship building process by also to ensure that they play their part in ensuring that new joiners are equipped with the essential knowledge that they need as quickly as possible. Buddies are issued with a checklist (see Appendix 1) which they work through with their assigned new boarder.

If staff can satisfy themselves that it can happen safely and responsibly, the role of the buddy can begin during the summer holidays perhaps by sending a postcard or an email. Parents would be involved in this process to help ensure that it happens in a safe and responsible way.

INDUCTION (TRANSITION) DAYS

Induction day for students joining Underwood Hall takes place during July. All pupils, whether day pupils or boarders, are invited to attend.

OVERNIGHT STAY

Boarders who are due to join in September are invited, and very much encouraged, to come for an overnight stay on the night that precedes their Induction Day. If this proves to be unpractical then the houses work with parents to arrange an alternative date for an overnight stay to happen.

SEPTEMBER INDUCTION

For new boarders there is an incredible amount of information to absorb, and quickly. Throughout the first few weeks of the new academic year, a carefully sequenced programme of induction activity is planned into the afternoon and evening schedule. You can see an example of what this induction programme looks like in Appendix 2.

APPENDIX 1: Example Buddy / Induction Checklist (which is also found in New Boarders' Handbook)

During the first few days, your induction into boarding will begin as there is a load of information that you need to know and things that you need to learn about. Below are some of the most important questions that you need to know the answer to:

1. Do you know what you should bring with you to the boarding house?
2. Do you know where your dorm is and which bed you are sleeping in?
3. Do you know where you can store your belongings and valuables while staying in the boarding house?
4. Have you read a copy of your **Underwood Hall House Handbook**?
5. Do you know your way around the boarding house?
6. Do you know the names of the House Staff and what they look like?
7. Do you know who you can speak to at the school if you have a particular worry or concern about anything while staying in the boarding house?
8. Do you know who you can speak to outside of the school if you have a particular worry or concern about anything while staying in the boarding house?
9. Have you read a copy of the **Underwood Hall Expectations**?
10. Do you know how to find out which member of the House Staff is on duty and where you can contact them during the night?
11. Do you know what you should do if you are feeling unwell/feel homesick at any time during your stay in the house?
12. Have you read the 'Boarding Principles, Aims and Practice'?
13. Do you know what to do in case the fire alarm goes off?
14. Do you know the difference between the fire alarm and the intruder alarm?
15. Do you know what to do if the intruder alarm goes off?
16. Do you know the areas of the main building that are alarmed at night?
17. Do you know how good behaviour is rewarded in the house?
18. Do you know how poor behaviour is dealt with in the house?
19. Do you know how you can make suggestions boarding?
20. Do you know where you are not supposed to go when you are staying in the boarding house?
21. Do you know where you can get a drink if you are ever thirsty in the boarding house?
22. Do you know where you can go if you want some quiet time in the house?
23. Do you know where you can go to do your homework/music practice in the boarding house?
24. Do you know what to do if you want to phone home while staying in the boarding house?
25. Do you know the rules about mobile phones, tablets and other devices?
26. Do you know the rules about internet use?
27. Do you know what to do if you are hungry outside of breakfast, lunch and dinner times?
28. Do you know what choices food are available at mealtimes?
29. Do you know what the evening activities are?
30. Are you allowed to take photographs while you are staying in the boarding house? Can you upload them to social media?
31. Do you know what you are allowed to do between the end of prep and bedtime?
32. Do you understand what duties might be expected of you whilst staying in the boarding house?
33. Do you know where you can find out if you have a daily duty?
34. Do you know where you have to sign out / sign in and how to do it?
35. Do you know when you are allowed to leave Underwood Hall and who you should be with?

Signed (new student & buddy)

Date

Staff Signature

Date

Appendix 2: Example New Boarders' Induction Plan

What?	Done	Date	Staff
Issue boarders' handbook paper copy			
Issue parents' handbook electronically			
Meet the team (introduce to parents also)			
Tour of house			
Fire alarm & walk-through fire drill			
Intruder alarm			
Night bell			
Basics – don't run, stay in building, something on feet			
Values			
Walk route to school			
Medical centre visit			
Walk route from school			
Which staff are on duty and when?			
Routines & free time			
Contacting home & internet rules			
Principles & Practices			
Rewards			
Concerns, suggestions, complaint			
Bounds (both in and out of house)			
Snacks, food and drink			
Meal times & menus			
Signing out, leaving the house (currently only ever with staff)			
Devices (what, where, when?)			
Fire drill (arrange with Guy McCurley)			
Quiet spaces			
Homework			
Music practice			
Afternoon & evening activities			
Weekend leave (as much for parents as for pupils)			

What?	Done	Date	Staff
Boarders' Duties (plant watering, refectory)			
Safeguarding, DSL & DepDSL			
Who to talk to both in and out of school			
Underwood 100			
Treasure hunt (to familiarise with grounds)			
Zero bullying tolerance			
Zero tolerance to prejudice behaviours			
Behaviour, sanctions			
Underwood Hall Expectations			
Boarders' voice			
Leadership (Heads of UH)			
Ice breaker activities MULTIPLE			
Quiz (to see what they now know)			

Early student voice opportunities:

What activities & trips would you like?	