



# Boarding Handbook for Parents

## 2020 / 2021

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## **A VERY WARM WELCOME TO NORTHBOURNE PARK BOARDING!**

### **INTRODUCTION**

This guide has been produced for parents of boarders at Northbourne Park School to help you and your child to understand how boarding works.

We believe that boarding is an important and valuable part of your child's development. Every year we receive feedback from our former pupils who say that boarding at NPS has helped them in their next schools. We also believe that boarding can strengthen family ties and hope that you will see the positive effects that it has on your child.

If there are any aspects of boarding at NPS that you would like to talk about then please do not hesitate to contact the Head of Boarding for advice. Communication is a vital component to a happy and successful boarding house, so please feel free to contact us at any time.

### **OUR AIMS**

The aim of the boarding team is to create a well-structured, well-disciplined, warm, friendly and welcoming family atmosphere for both boarders and their parents. This encourages the boarders to thrive socially and academically away from home and gives them their first experience of learning to be independent. It also inspires the confidence in young children to organise themselves and to learn to live in harmony with others within the community.

The House Staff are very approachable and make every effort to safeguard the welfare, promote the development of the boarders in all aspects of their lives, and helping them to cultivate good self discipline and social skills which they will carry with them long into the future.

We believe in an open and honest culture where pupils have the confidence to approach any member of staff knowing that they will be treated and respected as an individual.



## Northbourne Park School.

### Statement of Boarding Principles and Practices

In principle and within the context of Northbourne Park School, boarding aims to provide, in close conjunction and co-operation with the parents, an environment which will safeguard and promote the health, happiness and proper physical, intellectual, emotional, social and behavioural development of a child, as well as protecting the child from the risk of suffering significant harm or neglect.

In particular, boarding focuses on developing skills of children to live harmoniously within a community whatever their individual strengths and weaknesses. This applies equally to day pupils.

The aims of the school, the aims of the teaching staff, and the principles of boarding will be applied equally to all children irrespective of differences in ethnic background, culture, language, religion, gender, and disabilities, so long as in the last matter the child is able to involve him or herself in the activity concerned.

The safety and security of pupils is obviously of paramount importance at all times. The school's policies on Health and Safety are well-advertised to staff and visiting contractors.

Northbourne Park School recognises the particular threat to the wellbeing of children posed by Bullying and has a robust *Anti-Bullying Policy*.

In the event of child abuse being suspected or allegations being made, the procedure outlined in the *NPS Child Protection Policy* will be implemented.

Good health of pupils at Northbourne Park School will be promoted in partnership with the Matron and School Doctor, the Houseparents, the Catering Manager and the Form Tutors. A programme of *Personal, Social and Health Education* will include education on smoking, alcohol abuse, drug abuse, healthy eating and physical and emotional development.

In principle any breach of common sense or common courtesy is a breach of Northbourne Park School's rules. The Headmaster is notified of sanctions applied by members of the teaching and boarding staff and will copy the relevant information on to the Houseparents and Form Tutors as necessary.

The Equal Opportunities, Health and Safety, Anti-Bullying and Child Protection policies, together with the PSHE Programme are all available to parents on [www.northbournepark.com](http://www.northbournepark.com).



## **Introducing the Boarding Team**

### **Head of Boarding and Housemaster**

Elisa Esteve

Elisa oversees all aspects of boarding and is in charge of making sure all boarders are looked after. She acts as a 'parental figure' while your child is at school, helping to ensure they are happy and confident and that they are reaching their full potential. She is also Housemaster of the Boys' House, ably assisted by her team and Chuck, the dog.

### **Housemistress**

Amy Richardson

Amy is the Housemistress of the Girls' house and together with her team looks after the welfare of all the girls. She is also the person who organises and coordinates the travel arrangements for all boarders as well as deputising when the Head of Boarding is away. Elisa and Amy work very closely together to co-ordinate the two boarding houses and to ensure parity of experience between the girls and the boys.

### **Matron**

Maureen White and Joanne Cliff

The Matrons are responsible for the health, hygiene and medical care of all boarders. They also help keep the boarders looking neat and tidy by overseeing their uniform requirements and the laundry.

### **Graduate Tutors**

Our Graduate tutors are young men and women who have finished their higher education degrees and who are usually considering starting a teacher training course or other careers that involve working with children. They spend a year at Northbourne Park helping in the classroom, teaching sports and outdoor education and most importantly playing an integral role as members of the boarding team. They are chosen for the wide range of skills and talents they have to offer to school life, their great sense of humour and their passion for life.

### **GAP Assistants**

Every year we have GAP assistants join us from Australia, South Africa and New Zealand who are on duty throughout the week, in the evenings and at weekends. They play an

important role in boarding often helping staff run activities and supporting boarders with their homework and other issues.

## **Boarding Options**

Northbourne Park offers three types of boarding.

### **Full Boarding**

Full boarders are at school throughout the week and at weekends, and benefit from an extensive weekend boarding programme. Full boarders may go out with parents/family members at any time once lessons are finished and with other pupils with permission from the Head of Boarding. If your child is going to be absent for the weekend please inform the Housemaster/Housemistress with as much notice as possible and no later than the Monday before the weekend.

### **Weekly Boarding**

Weekly boarders normally go home after their last commitment on a Saturday of a working weekend (this is normally after games/matches in the afternoon) or Friday of a non-working weekend at 16:30 once lessons have finished. They can return to school either on Sunday evening between 18:30 and 19:30 or on Monday by 8:15.

### **Flexi Boarding**

Flexi-boarding enables pupils to board for any period of time from one night to three nights per week. This is an excellent stepping stone to weekly and full boarding either at Northbourne Park School or Senior School.

## **A DAY IN THE LIFE OF A BOARDER!**

### ***Mornings:***

7:00 Wake up, rise & shine!

7:25 House Meeting

7:30 Breakfast

8:15 Form Registration

*(Boarders follow the same routine as day pupils until 5.30pm)*

### ***Evenings:***

17.30 Change into Casuals/Free time

18:00 Supper and Registration

18:30 Activity / extra prep start

20:00 Showers

20:30 Milk & Biscuits

20:40 Reading time for 6<sup>ème</sup>, and below

20:50 Reading time for 5<sup>ème</sup>, Yr 7 and Yr 8

21:00 Lights out for 6<sup>ème</sup>, and below

21:15 Lights out for 5<sup>ème</sup>, Yr 7 and Yr 8

On Wednesdays school finishes at 17:00. Supper is served at 17:30 and a range of clubs are on offer for the children to enjoy until 19:30.

Northbourne Park School runs a two week timetable with Saturday school for Year 4 and above every other week. The normal routine applies on this Saturday.

Parents are welcome to collect weekly boarders once they have met their school commitments. This will normally be at 15:30 or after matches on Saturday, of a working weekend and at 16:30 on Friday, of a non-working weekend..

### Weekends at Northbourne Park

The Boarding team plan a programme of exciting activities every weekend at school, depending on whether it is a working weekend (Saturday School and matches) or a non working weekend the programme on offer will vary slightly. The main aim of the weekend is to give the boarders an opportunity to unwind after a busy week at school and the opportunity to recharge their batteries. We positively encourage lie-ins on Sunday mornings!

On working weekends all boarders and staff attend a church service at 10:00 in the School's Chapel. These services follow a more traditional **Church of England** format and there is the opportunity to take Holy Communion.

The boarding team takes every care to ensure that the programme of activities we offer at the weekend is not only varied but also caters for a range of interests. Children have the opportunity to play sport, practice music, be creative and enjoy some much needed free time. We regularly organise outings, which allow the children to explore the local area and enjoy some of the leisure activities offered in and around Kent.

### Weekend Travel arrangements

There are a series of weekends during the autumn and summer term where the School offers an "Accompanied Travel Service" to Paris, (via the Eurostar), and to London, using the high-speed train service between Ramsgate and St Pancras International. These weekends are well publicised in the school calendar and parents are given plenty of notice to book this facility in advance. Children travel to and from school in their School Uniform.

On other non working weekends children are allowed to leave school on Friday afternoon, after their last lesson has finished at 16:30.

Children are either picked up by friends and family or travel using an approved private chauffeur service. In the event of four or more children requiring travel to London, we will endeavour to provide a member of staff to accompany the children by train and will confirm this with you in advance of the weekend. We are happy to coordinate travel for your child as long as we are informed of the arrangements at least **five days** before the departure date. We cannot assist with travel arrangements after this deadline, except in an emergency.

If your child is going to be absent for the weekend please inform the Housemaster/Housemistress with as much notice as possible and no later than the **Monday** before the weekend. We recommend that you plan these weekends with your child well in advance.

Please note that you will need to email the Headmaster at [office@northbournepark.com](mailto:office@northbournepark.com) to request permission for your child to miss any school commitment.

Children under the age of 12 may not travel unaccompanied on the Eurostar, as per their policy.





## **THE ABC OF BOARDING:**

### **ACADEMIC MATTERS**

Boarding staff liaise daily with academic staff to discuss any academic issues that boarders may have with their class and homework. Prep (homework) sessions are held daily during the school day and additional opportunities are given to all boarders to complete work and revise for tests and examinations in the evening.

At weekends we usually hold two prep sessions to provide structured time for extra study. The Boarding Team are on hand to help the children with any questions they may have and to give them advice on how to manage their prep time and revision sessions when preparing for exams.

If you have any concerns regarding academic matters, your child's Form Tutor should be the first point of contact. They are happy to discuss your child's progress via email, on the telephone or by meeting you in person.

### **APPEARANCE**

We encourage the children to take pride in their appearance and ensure that they attend lessons looking neat and clean. Children are expected to keep their uniform in good condition and polish their shoes.

Boys and girls should have neat and tidy hair at all times. Girls should wear long hair tied back. Hair accessories such as slides, ribbons, bobbles etc. should be of simple design, in the school colours of maroon and light blue. Please ensure that your child's hair is cut before they return to school at the start of each term.

For safety reasons, we ask that the children do not wear **any** jewellery in school, other than plain stud earrings for girls. Children **must** remove jewellery for any physical activities.

### **BEHAVIOUR**

Living in a community requires patience, honesty, a sense of humour and above all respect. We encourage all of our boarders to stand by our mantra of 'Respect, Honesty and Trust'. We hope that they will build friendships that will endure. When they arise we encourage them to resolve their differences through dialogue and by listening to the views of others and to work things out without conflict. It is important that they remember that everyone in our community has the right to feel happy, safe and that they are entitled to their own beliefs and opinions.

We reward exceptional behaviour and acts of kindness with housepoints and commendations; tidy rooms with ice cream parties and the best dormitory of each half term with a pizza party.

However, it is natural to sometimes get things wrong and when this occurs the boarding team will work with the child to ensure things do not go wrong again. A boarder will not be punished in

boarding time for something that has gone wrong at school and they will not get punished in school for something that may go wrong in boarding. Punishments are in line with the type of sanctions they may receive at home. (eg: early bedtime, not being allowed to use their electrical items, not allowed any tuck or in extreme cases perhaps missing out on an activity or trip) We do not like giving out punishments and will always issue a warning first.

## **BIRTHDAYS**

If your child celebrates a birthday during term time, we will make sure that it is a special day for them. We organise a birthday cake for their boarding house, sing Happy Birthday in the dining room and give them a small token from the staff and children. If you would like to arrange a special treat for them or some birthday presents we are happy to help organise this with you.

## **CLOTHING and LAUNDRY**

As part of developing a sense of personal worth and self-esteem boarders are asked to take care of their uniform, home clothes and personal possessions.

The laundry is done daily, except for Sundays, and it is the responsibility of the boarders to make sure they put their dirty items in the laundry basket. We will remind them to do so and also encourage them to keep their possessions neatly in their drawers and wardrobes.

All clothing (including socks, tights and underwear) should be clearly named, with sew-on name tags. Please follow the **clothing list** supplied at the back of this handbook to avoid children bringing too many home clothes and shoes as this can cause problems with storage. Please make sure that all clothing is machine washable and suitable for the tumble dryer

You can buy the main items of school uniform from the school shop and we will kit out new boarders as part of their induction. If you wish to purchase uniform before the start of the school year, please make an appointment with the School Bursar on [npsbursar@nortbournepark.com](mailto:npsbursar@nortbournepark.com).

Winter uniform is worn in the Autumn and Spring terms and is as follows:-

### **Boys**

School coat  
School blazer  
Check shirt  
School tie  
Blue v-neck jumper  
Blue cords  
Grey socks  
Black shoes

### **Girls**

School coat  
School blazer  
Check shirt  
School tie  
Blue v-neck jumper  
Blue cords or grey kilt  
Grey socks with cords or blue tights with kilt  
Black shoes

In the Summer term the uniform is as follows:-

### **Boys**

Blue Cords  
Blue polo shirt  
Blue v-neck jumper  
Black shoes  
Grey socks

### **Girls**

Summer dress  
Blue v-neck jumper  
White ankle socks  
Black shoes

## COMMUNICATIONS WITH AND FROM HOME

Communication between school and home is an important part of boarding life and our aim is to make it as easy as possible for you to communicate with your child and vice versa.

It is very important that you are open and honest with us about any domestic issues which may have an effect on your child. Equally, do keep me informed of any change of home circumstances that could affect your child. It is **important** that any news that may upset or worry your child is communicated to the Housemaster or Housemistress so that we can be on hand to help you reassure your child.

### Boarding Staff Contact Information

Elisa Esteve (Head of Boarding):	<a href="mailto:eesteve@northbournepark.com">eesteve@northbournepark.com</a>
Amy Richardson (Housemistress & Travel):	<a href="mailto:travel@northbournepark.com">travel@northbournepark.com</a>
Or for Elisa & Amy:	<a href="mailto:houseparents@northbournepark.com">houseparents@northbournepark.com</a>

Boarding Office:	01304 610429
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For travel arrangements or queries for the girls' house:	01304 620562
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Main School Office:	01304 611215
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### When to contact Boarding staff

Our preferred method of contact is email. We always endeavour to reply within 24 hours at the very latest. If, however, you wish to speak to either Amy or me then the best time is between 9:00 and 11:00 when we are working in the boarding office. Evenings are not always convenient as we are busy running activities for the boarders.

Please note that Amy is out of the office on Tuesdays and Elisa is out of the office on Thursdays.

### Childrens' Contact Information

#### By Telephone:

##### Boys' House

(0044) 1304 610 427

(0044) 1304 610 428

##### Girls' House

(0044) 1304 621 577

(0044) 1304 620 563

### When to contact your child

Children have access to their electrical items on Tuesdays and Thursdays between 18:45 and 20:00. If they have a mobile phone this is a good time for you to ring them or them to ring you.

You can also contact them on the house telephones every weekday between 19:45 and 20:45.

On working weekends they can also be contacted on Saturdays between 16:00 and 17:00 and on Sundays between 11:15 and 12:15 or 18:15 and 19:45.

On non-working weekends they can be contacted on Saturdays between 9:00 and 10:00 and on Sundays between 9:00 and 10:00 or 18:15 and 19:45.

Of course at the weekend you may try ringing at other hours but we cannot guarantee that we will be in.

Please do not ring these numbers during the school day as there will be no one around to answer the phone and it is disruptive to lessons taking place in the classrooms below the boarding house.

Children can purchase International Calling Cards from the Boarding Office which will enable them to call you using the landline. These cost £5.00 and have a validity period of 60 days and/or 70 minutes.

### **Letters and Packages sent by mail**

Children love receiving letters in the post so please do send them a postcard from time to time.

**Address to be used when posting items:** NAME OF CHILD, Northbourne Park School, Betteshanger, nr Deal, Kent, CT14 0NW, UK

### **By Skype**

Please let us know in advance if you would like to arrange a skype conversation so we can ensure that your child is ready at the computer waiting for you.

**School Skype Usernames:** npsboarding2, npsboarding3

### **By email:**

**Email Address:** The school will allocate your child with a Northbourne Park email address and they will email you within their first week at school.

## **DORMITORIES**

The Boarding houses have dormitories of different sizes all with their own different characters. We allocate dorms at the start of the academic year and monitor the dynamics of the boarding houses; as the year progresses, friendships develop and change and therefore reserve the right to change the dorm allocations throughout the year. We also mix nationalities in each room as much as possible to encourage the speaking of English in the dorms.

We do try to accommodate the wishes of the children regarding who they share with, but it is not always possible to place them in a dormitory with all of their friends.

The school provides duvets and pillows and has a range of covers available but we like to encourage your child to personalise their space. The easiest way of doing this is by bringing their own duvet set to school (Duvet cover, pillow case and fitted sheet). Pictures of their family and pets, small posters of

their favourite football team or movie and of course, a teddy bear are also welcome additions to any dormitory.

## **EXTRA-CURRICULAR ACTIVITIES**

We believe that the children benefit from a broad curriculum and encourage them to enjoy the wide range of extra-curricular activities on offer.

Children are able to take part in a wide range of extra-curricular activities during 'clubs' time. The children have the opportunity to choose a different club each term. There are a wide range of clubs on offer ranging from cookery to golf. Some clubs do carry an extra charge, such as horse riding, golf and fencing, where the school contracts external coaches.

In addition to the activities on offer during the school day, the boarding team also arranges opportunities for the boarders to take part in organised sport or other pastimes during boarding time both on and off site. These include weekly training sessions with Deal and Betteshanger Rugby club.

## **FORM TUTORS**

All children in the Prep School have a Form Tutor. The Form Tutor meets the children daily to check Prep diaries and discuss pastoral and academic matters. We encourage the children and parents to bring any problem to their Form Tutor's attention via email or via a note in the Prep Diary in the first instance. Please feel free to contact your child's Form Tutor if you would like to discuss anything.

## **HOUSES**

There are four houses named after famous historical characters: Marlborough (red), Wellington (green), Nelson (yellow) and Drake (blue). The Headmaster places each child in a house: siblings are usually placed in the same house. These houses compete in all areas of School life, gaining 'pluses' or 'minuses' for their houses.

## **HEALTH**

The Matrons, under the direction of the School Doctor, look after the boarders' health. They are responsible for dispensing medication, dealing with injuries and other related matters.

**ALL** medicines should be handed to the Matron on duty at the start of term marked clearly with your child's name, accompanying instructions and authorisation for administration.

The School Doctor holds a surgery at the school on Wednesday mornings. Pupils may see the doctor individually or with the Matron. Appointments with the Doctor can be arranged at other times if needed.

Children have access to a local optician for eye tests and repairs to spectacles.

Boarders, who are sick, stay in sick bay or in the Girls' House under the supervision of a member of staff.

New boarders have a medical examination shortly after joining the school. The School Doctor carries out a physical examination with the matron present.

Parents should arrange hearing, dental and eye checks during holiday time, but if a boarder develops a problem during term then Matron will refer the matter to you.

Matron carries out regular checks for head lice and treats boarders with the appropriate medicated shampoo if required.

Please inform us immediately if your child is thought or known, during the holidays, to have been in contact with any infectious disease.

## **HOMESICKNESS**

Inevitably, there will be times when a boarder will miss home and parents. We are experienced at dealing with this and keep the children busy when they first arrive here, and encourage them to make new friends quickly. Please encourage your child to speak to a member of staff if they are unhappy or feeling homesick so we can reassure them and help them cope with how they are feeling. If you have any concerns about the happiness of your child please let us know so we can discuss the situation with you and the best course of action.

## **HYGIENE**

Your child's personal hygiene is extremely important. The Boarding Staff check that the boarders look after themselves, by ensuring that their teeth are cleaned twice a day and that they shower daily.

We have junior and senior showers in the Boys' House. Younger children take their showers first in a separate shower room. The Girls' House has en suite facilities in each bedroom. Younger pupils shower first to enable them to get to bed earlier.

## **INSTRUMENTAL TUITION**

As part of the school day and for an additional fee, children can take lessons in various musical instruments. These lessons are taught by visiting professionals and are booked by parents using the "*Application for Individual Music Lessons*" form, which is sent to parents at the beginning of each academic year. Music lessons are paid termly in advance and we require one term's notice for lessons to cease.

The Bursar works on an average of 10 lessons per term. Times of lessons vary and the peripatetic music teachers publish weekly timetables on the music notice board. All children who study a musical instrument should have a clearly named music case.

It is possible to hire musical instruments. Please feel free to discuss this with the Director of Music.

## **MEALTIMES**

Menus run on a monthly cycle and all meals provide a balanced and healthy diet for the children.

We want to encourage children not to be "picky" about their food. If your child has a severe dislike or an allergy to any particular food, please let us know in writing and we will provide an alternative meal. We provide vegetarians with a good range of non-meat dishes and boarders with religious restrictions are provided with an alternative meal.

In addition to the main meals, boarders also receive: -

- a) Bread, fruit and milk at 10.10am
- b) Biscuits at 3.15pm
- c) Milk, fruit and biscuits before bedtime

We feel that mealtimes are an occasion when boarders come together as a community and we like the children to take advantage of this, enjoying and sharing communal time with each other.

## **MONEY**

**Your child should not have any money in his/her possession.** Please do not send pocket money with your child. When an outing takes place, the Boarding Staff will give your child some pocket money which the Bursar will add to your end of term extras bill.

## **NEWSLETTERS**

The School publishes weekly newsletters, which will keep you up-to-date school news. These are published on the school website: [www.northbournepark.com](http://www.northbournepark.com) and emailed to parents on a Friday afternoon. Please make a point of reading this as it contains important information about upcoming events. We publish paper copies which are available from the information stand by the main front door. You can also follow us on Twitter (@NPSboarding).

## **PARENTS' ABSENCE**

If for any reason you have to be away during term time, please inform us what arrangements you have made for your child so that in any emergency we can know the adult to contact. Please let us have in writing the relevant name, address and telephone number.

N.B. Please inform the school administrator of any change of address or telephone number.

## **PRIVACY**

Bedrooms are private areas. Children may not enter other people's dorms without being invited to do so and may only remain while the person who issued the invitation remains there. They should never go through a child's personal items without the Housemaster/mistress' permission.

Boys and Girls are not allowed in each others dorms.

## **READING**

We see reading as an important activity and therefore boarders have a daily reading time in bed each evening before "lights out". There is a School Library and many pupils bring books from home. We hope that parents will take an interest in helping their children to make a suitable choice of reading matter and encourage the boarders to complete the Reading Log in their Prep Diaries.

## **REPORTS**

The children receive half-termly reports which they discuss with their Form Tutors, before setting targets for the next half term. Our focus is very much on effort grades.

## **SPORT/GAMES/PE**

The core sports on offer change from term to term. We try to balance a keen sense of participation as well as a competitive environment for all of the children, both boys and girls. Our ethos is to instil and foster an enthusiastic and determined approach towards all activity, whilst ensuring that each child develops a positive work ethic. The sports on offer are as follows:

	<u>Girls</u>	<u>Boys</u>
<b>Autumn Term</b>	Hockey	Football
<b>Spring Term</b>	Netball, Cross Country	Rugby, Cross Country
<b>Summer Term</b>	Rounders, Athletics	Cricket, Athletics

## SCHOOL CALENDAR

The School sends you a copy of the Term's calendar before the beginning of each term. It is also published on [www.northbourneprep.com](http://www.northbourneprep.com) and on the notice board outside the main entrance. Please ask if you need another copy.

## SCHOOL EVENTS

During the course of the School year, we invite parents, friends and relatives into School for a number of events, including the annual Carol Service, Bonfire Party, Christingle, Sports Day, Concerts, Junior and Senior Plays and Speech Day. Please refer to the Term's calendar for dates and details.

## TOYS AND PRIVATE PROPERTY

Your child may like to bring their own teddy, reading books and small toys to school.

Please note that **all valuables** should be handed to a member of the Boarding team on arrival in the Boarding House. (Phones, iPods etc.). These are held in a secure place within the boarding house. The Boarding Team accepts no responsibility for the loss of valuable personal items, which are kept in the dormitories.

Each boy boarder has a storage area and a locker or wardrobe for their clothing.

Girls have wardrobes and chests of drawers for clothing.

**Please ensure that all personal belongings are clearly named.**

Please note that we have great difficulty helping pupils keep track of their possessions if they are not marked and if they bring in too many items. We remind the boarders regularly that they need to look after their own belongings and respect those of others and we would appreciate it if you would reinforce this message at home.

Boarders should report any personal items missing as soon as they have lost them.

For obvious reasons, the swapping and buying of personal property is not permitted.

## TUCK / SWEETS / BON BONS

We do not encourage too many sweets. Boarders are allowed to receive **small** amounts of tuck should you want to send some. However, this is held in the Boarding office and offered back on Tuck nights and weekends. The exception to this is Nutella or similar spreads, which are kept in the kitchen, and can be used on Sundays and special occasions at breakfast.

All tuck should be handed in and should not be kept in dormitories.



## VALUABLES

Children are allowed to bring electrical items into school, such as iPads, mobile phones and iPods but they will not be allowed to keep them in their rooms. These are collected in by the boarding staff on their arrival at school and handed out to them at specific times during the week under supervision.

## START & END OF TERM ARRANGEMENTS

Prior to your child joining the school and the beginning of each school year you will receive a separate letter outlining the schedule for the start of the new school year. It is important that your child does not miss the first day of the new academic year.

### Taking your child out of school

If your child needs to leave School before the end of term, to attend a family gathering for example, please submit a written request to the Headmaster, who is the only person able to sanction this. This does not include Accompanied Weekends when children want to go home on the Eurostar. We ask that permission is sought only if it is an emergency or truly unavoidable as absence has a disruptive effect on all the pupils and impacts upon individual academic progress and the continuity of the curriculum.

In the event that a child **has to be absent**, please give the School plenty of notice, so that we can make arrangements for them to take academic work with them.

Likewise, please inform the Headmaster if your child is going to be late back for the start of term. Again we request that this is **only in exceptional** circumstances.

## SECURITY

We appreciate that the security of your child is of paramount importance while they are away from home. There are security lights all around the School grounds. The living spaces have security codes on all of the doors. We inform your child never to approach someone in school that they do not recognise and to inform a member of staff immediately. All official visitors wear identity labels.

## PARENTS IN THE BOARDING HOUSE

Parents are more than welcome in the Boarding House when they pick up or bring their children to school.

Please do not enter the boarding houses unaccompanied. If you need to see your child and they are in the house, please ask a member of staff to call them. We would ask parents **not** to enter the boarding houses unannounced as this is a private area for all boarders. The Boarding staff will always accompany you when you are visiting the boarding houses.

**AND FINALLY**, we are firm believers in the value of boarding and we know how much of an advantage it has been for pupils who have boarded with us. Your child will become more independent and learn to take on more responsibility as they grow up. We hope that their experience in Boarding is extremely happy and rewarding.

## BOARDING CONSENT FORM

This form must be completed and returned to the Head of Boarding by the start of the autumn term

Child's name: \_\_\_\_\_

Boarding house: **Boys/Girls** (delete as appropriate)

### REQUIRED PERMISSIONS FOR PARTIES, INVITATIONS TO DAY PUPIL HOUSES, SLEEPOVERS

If the parent of a Day pupil asks for permission to take my child out of school: (please tick as appropriate)

- I am happy for the Head of Boarding to give permission on my behalf without needing to contact me.
- I would like to be contacted by the Head of Boarding.
- I would like to be contacted by the inviting parents to discuss details and I will then inform the Head of Boarding by e-mail of my decision.
- I do not give permission for my child to leave the school's care under any circumstances.

I understand that while my child is with hosting families the school has no further responsibility for his/her care until returned to the school.

### PARTICIPATION IN BOARDING ACTIVITIES

I am happy for my child to take part in:

- Boarding trips and other activities that take place off school premises.

**Please note the following important information before signing this form:**

We offer a wide range of activities in boarding time such as swimming, Laserquest, skateboard and scooter sessions. Please let us know if there are any particular activities you

would not like your child to take part in.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### CLOTHING LIST

Storage space in the boarding house is limited. Below is the full uniform list and additional items required in the boarding house. Items marked \*\* must be purchased from the school shop:

<b>Girls</b>	<b>Description</b>	<b>Quantity</b>
<b>WINTER UNIFORM</b>	NPS Navy Storm coat **	1
	Navy hat, scarf & gloves	1
	School Blazer **	1
	Navy Cord trousers or NPS Grey Kilt **	2
	Navy V-Neck Sweater **	2
	Check Shirts **	3
	NPS School Tie**	1
	Black shoes (1" heel max)	1
	Navy cotton tights (to wear with kilt) or Grey ankle socks (to wear with cords)	6
<b>SUMMER UNIFORM</b>	NPS Summer dress **	2
	Short white ankle socks	6
	Navy cycle shorts**	2
<b>PE KIT</b>	NPS PE Net bag**	1
	NPS Boiler Suit**	1
	NPS Tracksuit top**	1
	NPS Tracksuit bottoms**	1
	NPS Hoodie**	1
	NPS Games Skort**	1
	NPS Hockey Shirt**	1
	NPS White Polo Shirt**	2
	NPS Navy Games socks**	2
	White sports socks	2
	House t-shirt**	1
	Towel	1
	Navy blue one-piece swimsuit	1
	Mouthguard	1
	Hockey shin pads	1
	Trainers for use indoors	1
Trainers for use outdoors (cross country/hockey)	1	
<b>BOARDING</b>	Underwear	6
	Casual Socks	3
	Nightwear	2
	Dressing gown	1
	Slippers	1 pair
	Bath towels	2
Smart casual clothes	2 sets	

	Casual clothes for messing around in	2 sets
	Laundry net bag**	1
	Shoes/boots	1
	Trainers/ converse/ sneakers	1
	Suitcase	1
	Overnight bag	1
	Day bag	1
	Toiletries	
<b>OPTIONAL ITEMS</b>	Duvet cover, pillow case, fitted sheet	2

<b>Boys</b>	<b>Description</b>	<b>Quantity</b>
<b>WINTER UNIFORM</b>	NPS Navy Storm coat **	1
	Navy hat, scarf & gloves	1
	School Blazer **	1
	Navy Cord trousers**	2
	Navy V-Neck Sweater **	2
	Check Shirts **	3
	NPS School Tie**	1
	Black shoes	1
Grey socks	6	
<b>SUMMER UNIFORM</b>	NPS Navy polo shirt**	2
<b>PE KIT</b>	NPS PE Net bag**	1
	NPS Boiler Suit**	1
	NPS Tracksuit top**	1
	NPS Tracksuit bottoms**	1
	NPS Hoodie**	1
	NPS Navy Rugby shorts**	1
	NPS Rugby Shirt**	1
	NPS White Polo Shirt**	2
	NPS Navy Games socks**	2
	White sports socks	2
	House t-shirt**	1
	Towel	1
	Navy blue swimming trunks (not boardshorts)	1
	Mouthguard	1
	Shin pads	1
	Trainers for use indoors	1
	Trainers for use outdoors	1
Football boots	1	
Cricket whites (summer term only)	1	
<b>BOARDING</b>	Underwear	6
	Casual Socks	3
	Pyjamas	2
	Dressing gown	1
	Slippers	1 pair
	Bath towels	2
	Smart casual clothes	2 sets
	Casual clothes for messing around in	2 sets
	Laundry net bag**	1
	Shoes/boots	1
	Trainers/ converse/ sneakers	1
	Suitcase	1
	Overnight bag	1

	Day bag Toiletries	1
<b>OPTIONAL ITEMS</b>	Duvet cover, pillow case, fitted sheet	2
	Wellington boots	1