

Moor Park School

BOARDING



Parents' Handbook

**Moor Park
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Ludlow
Shropshire SY8 4DZ
www.moorpark.org.uk**

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Mr & Mrs R Crew **Main House** (Yrs 5-8) 01584 871547
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School Nurse Miss M A Smith (SRN)

Matrons Miss M A Smith - Girls
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Girls Tel 01584 871504 or 871505

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Boarding Staff Mr J. Bartlett (Headmaster)
Mrs L. Bartlett
Mr C. Wright
Mr S. Squire
Mr J-M. Collin
Mr. R. Moolman
Miss K. Hogg
Miss J. Bithell
Miss L. Collins

School Tel 01584 872342
School Email office@moorpark.org.uk
School Shop Email shop@moorpark.org.uk
School Fax 01584 877311

Independent Listeners & Counsellors

Father Jim Robinson 01584 872906
Judy Whitmarsh 01584 831284
Childline 0800 1111

School Doctor Dr. C. Morton (Station Drive Surgery) 01584 872461
School Dentist A Roele 01584 878439

Surgery Times: 10.30-11am, 1.10-40pm, 3.30-50pm

OFSTED 08456 404040
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Please visit the boarding website (Current Pupils/Boarders)

MOOR PARK SCHOOL PARENTS HANDBOOK

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BOARDING AT MOOR PARK

Moor Park School is an independent co - educational preparatory school offering day, weekly and full boarding, as well as occasional boarding places to boys and girls from Y3 to Y8. 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, a fine chapel and all the facilities for a very busy and active preparatory school. There are large playing fields, 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 we are 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 facilities are situated in the main house on the second and third floors. They consist of well furnished dormitories, bathrooms, sick bay, a recreational room with television and various board games and a joint common room. The dormitories are well decorated, clean and the children will have their own area, where they can keep their personal possessions in lockers. Children are encouraged to bring their own things from home to make their space their own.

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

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

'The all round development of the whole person within a caring community based on our Catholic Foundation.'

- 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, the 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 which 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.

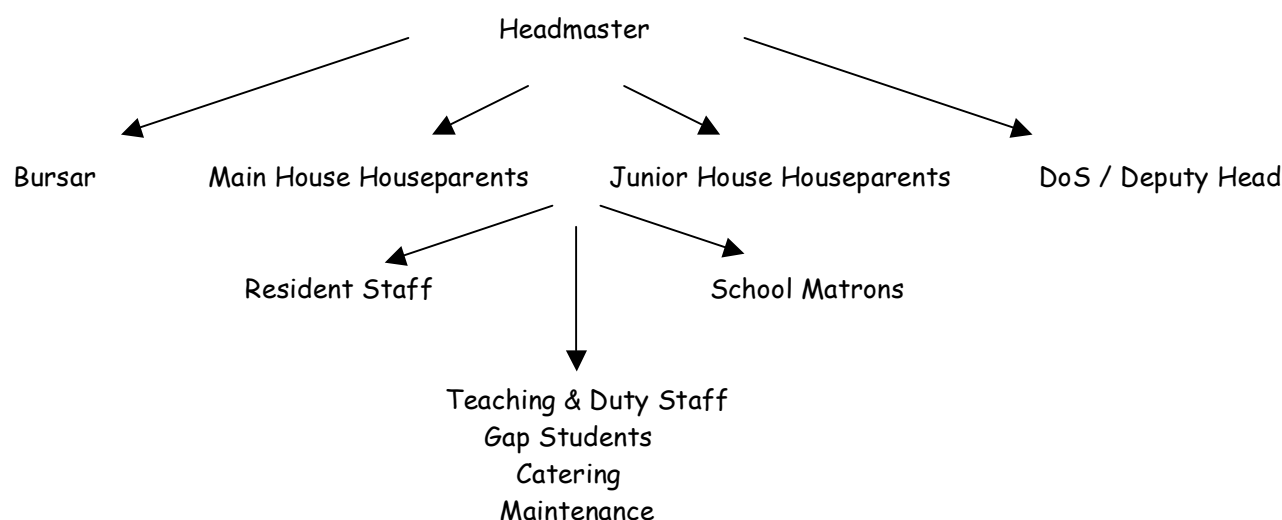
AIMS OF BOARDING AT MOOR PARK

In order to develop the whole person we aim to:

- Produce an open and trusting ethos in which each boarder can feel 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 the boarding lies with the Headmaster, but this task is delegated on a day-to-day basis to the Houseparents.



The Houseparents are responsible for ensuring that the children are closely supervised and well looked after, and that the resident boarding staff, gap students, matrons 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 CRB (Criminal Records Bureau) 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 school (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 which are very popular. Priority will be given to those who board more often and to those who have shown a lengthy commitment to boarding.

Further detail on how to book can be found on the school website (Current Pupils - Boarding)

FACILITIES

The Boarding House has two wings: the Girls Wing and the Boys Wing. Each Wing is looked after by a matron who lives on the Wing.

Each Wing has numerous dormitories to cater for the different year groups. Boarders have access to showers, 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.

Outside the Boarding House, boarders have access to the school facilities (weather and staff dependent): the playing fields, the adventure playground, the backyards, 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 a pool table.

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:

- PJs and dressing gown
- Slippers
- Wash kit, including towel and comb
- 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 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 iron school uniform for those who board 2 nights or more per week.

The school will clean and iron 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 only be used by full boarders or those children who board four nights or more.
- Mobile phones can only be used on the boarding landing and must be returned to matron after use.
- Ipods can be used downstairs after supper, but should be returned to matron before lights out.
- Both mobile phones and ipods should be clearly marked and a record kept of serial numbers. 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.
- PSBs can only be used on a Saturday. All games must be age appropriate.
- Any piece of electrical equipment that is brought into school may not be used until the school has undertaken a safety check of the equipment. There will be a small charge for this (added to the end of term bill).

- Full and weekly boarders have a lockable locker to store their valuable items. Those who do not have such a locker are encouraged to hand their valuables to matron or the Houseparents.

Telephone Cards

Most telephones accept phone cards. These cards (either £2.50 or £5) can be collected from matron and the amount added to the end of term bill.

Personal Effects

Children are encouraged to bring in their own duvet covers and blankets, as well as photographs of family/friends and other personal effects.

Sweets

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

Money

Children should not keep any money on them or in their lockers. Any money brought into school should be handed in to matron or Houseparents immediately who will hand it over to the bursar.

Pocket Money

Each full boarder is allowed to bring in £25 the term, which should be given to matron or the Houseparents immediately. Any trips or excursions requiring pocket money will be deducted from the £25. As a rule, the amount given will be about £2.50. If boarders need more, the houseparent will make the final decision and if necessary speak to the parent(s).

Passports

All passports and flight tickets should be handed in the matron or Houseparents who will then hand them over to the bursar 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 into the day matron (Miss Beasley) or the school secretary (Debs).

The school cannot accept responsibility of any losses of items on school premises and advise parents to arrange for valuable items to be covered by an 'all risks' insurance.

Children should be reminded to **NOT 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 needlessly waste food and to remind them of eating 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 the school Cook, and checked by the Houseparents to ensure a healthy diet. Children with special diets can be catered for.

Duty staff are encouraged to get feedback from the children about the meals so that the Houseparent can relay this to the school Cook.

SAMPLE MENU

Breakfast: Fruit juice
Choice of 4 cereals
Hot food (e.g. bacon & tomato, kippers or baked beans)
Toast
(Full cooked breakfast on a Sunday)

Lunch: A hot dish (e.g. roast beef and Yorkshire pudding)
Salad bar
Dessert (e.g. apple pie & custard)

Supper: A hot dish (e.g. chicken fajitas)
Salad bar
Yogurts

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

HOUSE REPRESENTATIVE

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. JM Collin (one of the boarding staff), who reports back to the Headmaster.

Boarding Prefects Meeting

Each week the boarding prefects meet with the Houseparents to discuss any boarding matters.

Speak Easies

Boarding year groups or dorms meet the Houseparents twice a term to discuss issues and/or fill-in a questionnaire.

LEAVING THE HOUSE

There may be occasions when children will need to leave the house (e.g. for an external training session) or return home. On either occasion, parents must inform the Houseparents and the children must 'sign out' in the signing out book. 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 practiced in the evacuation drill. This is done during the induction process as well as practiced regularly throughout the year.

At the beginning of each term all children from Y3 upwards (including non-boarders) are expected to practice 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 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 Houseparents acts as 'matron'.

Minor ailments are dealt with 'in-house' by the matrons. However, if it is serious 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.

An annual medical update will be sent to parents at the beginning of each year in order to keep our records up to date. Please advise matrons 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. This form states the name and strength of medication, expiry date, dose to be given and any other relevant information. This form can be assessed on the website or is available on request from the sickbay or the front desk. Please note, no medication can be given without written parental consent

Surgeries

Regular surgeries take place during the day where children can see/speak with matron:

- 1st break (10.30-11pm)
- Lunch break (1.10-1.45pm)
- Afternoon break (3.30-3.45pm)

Off-Games

If parents feel that their child should be put off-games, a letter (stating the reason and length of time to be off-games) should be sent to the class teacher who will then pass it on to the duty matron. All off-games children should report to the Head of Games at the start of games who will then direct them to matron.

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 & 7 are allocated a Tutor who will be responsible for any pastoral issues, liaising with parents and Houseparents when necessary (this will extend into Year 8 in 2009/10). 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 class teacher.

b) Boarding Staff

Every weekday evening, one of the residential boarding staff will lead an evening duty team. They will always have the support of a member of the day staff and, on most evenings, a gap student(s) and another member of residential boarding staff. The Houseparents will regularly be around either 'downstairs' (outside) or 'upstairs' (on one of the landings).

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

c) Matrons

Each Wing is looked after by a resident matron 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. The matrons have regular day-to-day contact with the Houseparents.

d) Houseparents' Open House

The Houseparents' operate an 'open house' policy in which boarders are encouraged to pop in for a 'chat'. As the Houseparents are regularly out and about in the boarding house, two evenings a week are set aside for an Open House when one of the Houseparents will always be available. These days are published on the boarders notice-board and on the website (General Pupils - Boarders).

e) Care or Welfare Plans

In consultation with the matrons, residential staff and learning support, Care Plans are constructed for those boarders who we feel need the 'extra' attention.

f) 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 class teacher or headmaster or parent.

The Houseparents will hold weekly Pastoral meeting with Matrons, the school Cook, the Residential Staff, Prefects and, finally, the Headmaster. All issues regarding the care and concerns of the children will be discussed to ensure we have a contented boarder.

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

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

The Houseparents will write an end of term **report** on all weekly and full boarders.

g) Documentation

Each Wing has a '**Boarding Diary**', which is filled in by each member of the duty staff. The Houseparent 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. Any welfare concerns are recorded in the **Welfare Book**, which is regularly monitored by the Headmaster.

h) Boarding Prefects

Boarding prefects, and when necessary dormitory captains, are appointed each term from 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 and captains are instructed (and monitored) to look out for and help all members of the boarding community.

i) 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 and Childline, both 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 7pm each evening.

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.

Health and Hygiene

At present, the responsibility rests with the matrons under the direction of the school Doctor. 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 matrons will maintain the health records of each boarder, plus a treatment record. They will be responsible for the security of all drugs and other materials used in the surgery / sanatorium.

The matrons 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 Houseparents 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 Boarder (senior & junior boy & girl) at the end of each half term.

Other competitions will be organised by the matrons and House staff to encourage punctuality, tidiness and helpfulness.

Travel Arrangements

For children travelling overseas please confirm all your travel arrangements with Mrs D. Mantle in the school office. Mrs D. 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 Houseparent and Headmaster who will contact the parents/guardians of the child concerned.

NEW 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 matrons will help settle your child into their dormitory and introduce them to their minder (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 matrons will explain such things as the early morning routine before school starts (i.e. washing, breakfast, bed making and laundry), the routine after school (i.e. staffing, activities, supper, free time, prep routine, dormitory routine, washing, telephone usage, quiet time, etc), discipline and sanctions, complaints procedure and whom they can turn to.

In addition to the matrons, the children will have much support from all the resident staff and a 'boarding mentor', (i.e. 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 Houseparents and tutor. 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 Houseparents will contact parents during the first week to inform them of their children's progress. Parents are of course welcome to contact the matrons or Houseparents at any time.

Contact with Parents

There are no restrictions on the children contacting their parents. 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 7:30 and 9:00 pm, depending on the age of the child. Please be aware of the child's bedtimes so that the routine is not too disrupted. Children can obtain a phone card from their matron, the cost of which will be put on the end of term bill.

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

Full Boarders (and those children who board 4 nights or more) are able to bring in their own mobile phone (see 'Personal Items').

Each of the boarding houses has a computer and all children are encouraged to use the e-mail facilities.

Personal Items

Boarders are encouraged to bring any personal items from home to help create a home from home atmosphere, such as duvet covers, photographs and blankets.

Personal Requisites

Boarders can obtain personal and stationary items from school:

- The School secretary runs a stationary cupboard at 1st break on a Monday and Wednesday morning, which will be added to the end of term bill
- The Wing matron can provide personal items (e.g. shampoo, combs phone cards), which will be added to the end of term bill

General Appearance

Full boarders are expected to have reasonable length hair. Long hair is not acceptable. If necessary, the houseparent or matron will take full-boarders to a hairdresser in Ludlow - the cost of which will be put on the end of term bill..

Parents are reminded that jewellery is not allowed (apart from small gold studded earrings and crucifixes).

A TYPICAL DAILY ROUTINE

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

Monday - Friday

07.00	Wake up call	
07.30	Breakfast	
08.20	Registration in classroom	
08.35-10.20	Lessons	
10.20	Prayers	Monday: Headmaster's Chapel Friday: Headmaster's Assembly
10.30-11.00	1 st break	
11.00-12.45	Lessons	
12.45-13.45	Lunch break	
13.45-16.30	Lessons & Games	
16.30-17.30	Prep	
17.30-18.30	Activities	
18.35	Supper	
19.00	Evening Prayers	
19.05	3 rd Prep Activities / Free Time	
19.15	Bedtime Routine Starts	
21.15	Y8 Lights out	

Wednesday

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

15.45	Sign out
16.30-17.30	Activities
17.45	Supper
18.15-19.30	Activities
19.30-20.15	Treats & bedtime routine begins

Saturday

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

07.30	Breakfast
12.30	Lunch
Afternoon	Sports
18.00	Supper or Mass (every other week - supper on return)
Evening	Activity or trip organised

Sunday

09.15	Breakfast
11.00	Mass (every other week)
Day	Activity (see notice board and website)
18.00	Supper
Evening	Preparation for week; normal bedtimes

Evening Routine

Each week night, a member of the **resident boarding staff will lead a duty team** from supper time until 10pm, when they handover to the Houseparents. The duty team will usually consist of a member of the day staff, a gap student(s) and another resident boarding member.

After prep, children can choose from a wide variety of **organised activities**, such as CDT, cooking, judo, origami or football.

Supper, like all meal times, 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/or a salad bar. Year 8 children are encouraged to sit with (and look after) our younger boarders. Supper is staffed by a residential member of staff and a member of the day staff. On popular nights, two dining rooms are used.

After supper, there is **Evening Prayers** (usually in the Chapel). This normally lasts for 5-10mins, comprising of a prayer, a chat (often on current affairs) or a reading (done by either staff or child). On some nights, when there is a wide spectrum of age groups, there may be two separate Prayer sittings.

After Prayers, the younger boarders will have an **organised activity** (time dependent), while the older children are encouraged to take responsibility for using their **free time** wisely, during which they have full use of the school's recreational facilities (staff dependent). The library is also available as a quiet area where the children can catch up with their work, revise for forthcoming examinations or sit and read.

In order to help prepare our boarders for forthcoming examinations and their senior schools, there is the expectation to sit **supervised preps** at certain times. Prior to and during the exam week in the Michaelmas term, Year 8 will be expected to sit a supervised revision session. As of the Lent term, Year 8 will be expected to sit a supervised 3rd Prep (Mon-Fri) after Prayers for 25mins. Year 7 children will be expected to sit a supervised revision session in the week prior to and during their examinations (Michaelmas and Summer terms).

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 8pm.

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 and matron and brush their teeth, before it is quiet time (bedtime). This is an opportunity for children to either read or talk quietly amongst their dorm mates and staff. On some nights staff may read to a dormitory.

Year	Upstairs	Bedtimes	Lights out
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Years 3	7:15pm	7:45pm	8:00pm
Years 4	7:15pm	7:45pm	8:00pm
Years 5	7:30pm	8:00pm	8:15pm
Year 6	7:45pm	8:15pm	8:30pm
Year 7	8:00pm	8:30pm	8:45pm
Year 8	8:15pm	9:00pm	9:15pm

(In the summer, children go upstairs 15 minutes later).

Wednesday Evening

Wednesday is a half-day, with most children going home early (3.45pm). The evening routine is different from the other weeknights; it is designed to be a special, exciting, activity-filled evening.

Supper is at 5.45/6pm, followed by organised activities / entertainment for all those in Y3-7. This might involve two different activities (one for the younger boarders and one for the older ones). The Y8 boarders are encouraged to take responsibility for their own free time. At 7.30pm a special treat is laid on followed by stories in the front hall.

General Duties

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

- Year 6 are expected to put out the jams and butters for breakfast. When Year 7 go on their French trip, Year 6 will be expected to do the Year 7 duties (laying up for breakfast)
- 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 (e.g. lock-up and washing dishes)

The Houseparent will ensure that children are shown how to do their duties in a safe and sensibly way.

Prefects

Each term a Year 8 boy and girl are designated Head of House and it is their responsibility to draw up rotas and encourage the other children to do duties as best as they can.

Heads of Houses and Dorm Captains are inducted by the Houseparents, given a copy of their 'Job Description' and meet with the Houseparents once a week.

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 - 6.30pm

Session 2: 7:15pm - 8.00pm (optional)

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 Head of Activities is responsible for this session and can be contacted through the school office.

Session 2 - This is an optional session after supper, although younger boarders will usually have an activity laid on (time dependent). 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 (e.g. disco, waterfights, BBQ and theme evenings) for all the boarders to enjoy, often ending in a special treat.

Weekends

Weekends are very much family orientated. On a Saturday afternoon, boarders are looked after by a member of day duty staff who will organise an activity for them. In the evening, the Houseparents take over: there is a relaxing meal followed by some evening entertainment or an excursion (e.g. a basketball match or the golf range).

Each Sunday, after a late breakfast with the Houseparents' family, 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. A programme for weekend activities can be found in the school diary and on the boarders' web page. Some activities may incur a small charge that will be added to the school bill. If an activity will incur a cost greater than £10 then parents will be informed beforehand.

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 Themed 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 Y7-8, with whom the duty staff is confident about. If parents (of Y7 & 8 children) would rather their child be supervised then **they should contact the Houseparents.**

- 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.
- Children in Years 4 - 6 will only be supervised by a member of staff, unless permission has been gained from the parents.

Exeats

An exeat is a leave weekend which starts at 4:30pm Friday and boarders return 7:00 pm Sunday evening or on Monday morning. During the year there are 2 exeats in the Michaelmas term, 1 in the Lent term and 1 in the Summer term (May Bank Holiday) when the boarders return on the Monday evening.

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 just for a night but to really taste the experience of boarding we encourage children to stay for one or two nights every week and build to weekly boarding. When demand exceeds supply and there is no space, 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

From Year 3 children may do one night a week, but as of Y4 we expect 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 nights with too many children chasing too few beds. Unfortunately, there is a limit to how many we can fit into a dorm or on a landing. 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' (i.e not have their own bed every night) - we will obviously do our best to minimise this.

Booking

A booking slip is sent out towards the end of each academic year (June) for the following year. You can either fill this in (and return it) or email the houseparent with your request. During the year, if you wish to increase your child's number of nights, please contact the Houseparent (ideally 2 weeks before the end of term).

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 regularly do a nit check 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

Children who board four nights or more a week are allowed ipods and mobile phones (mobile should be handed in to matron after use).

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 Matrons. They are filed in the Surgery.
- c. Fire Practice Records:** These are kept by the Fire Officer in the staff Common Room. In each dormitory there is a list of what to do in the event of fire.
- d. Houseparents' Records:** These are kept by the Housemaster in his flat. 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 Houseparents.
- 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 (Current Pupils - General Policies.)

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 about 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:

- Boarding prefects (the Houseparents meet the boarding prefects once a week)
- The gap student (gaps are seen as non-teaching staff and may appear more approachable)
- Any member of (the residential/boarding) staff or matron
- Their form teacher
- The Secretaries
- The Houseparent (the Houseparents' door is always open)

Boarders can also use the 'Suggestion Box' (which is kept at the bottom of the Stone Stairs) 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 Counsellors (phone numbers can be found above the children's phones)
- Childline (the phone numbers can be found above the children's phones)

The induction programme for new boarders will include instructions in these procedures.

Parents

Parents are encouraged to contact the Houseparents first (or the child's tutor, who will then liaise with the Houseparents) and then the 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 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 Child Protection Officer is Mr C. Wright (DoS).

BIBLIOGRAPHY

In putting together this handbook reference was made to :-

- School life a pupils view of boarding 1989. Dept of Health.
- The Children Act 1989 Guidance and Regulations. Volume 5 Independent Schools.
- Independent Boarding Schools Handbook.
- Good Practice in Boarding Schools. Boarding Schools Association
- From the book 'In Loco Parentis' E Anderson 1994.
- Boarding School National Minimum Standards