

WELCOME TO BOARDING



WELCOME



A Warm Welcome to Boarding from Helen and Francis

"We are so very pleased to welcome you to boarding at West Heath School.

Hopefully you've had a chance to take a look around the boarding houses. If not, then we have plenty of time for that so there is no need to worry.

Somebody will come to visit you at home to introduce themselves and to tell you a bit more about how boarding life.

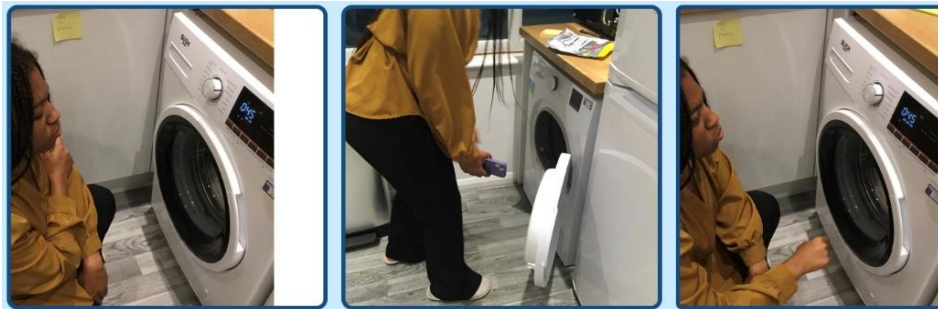
The house you will be living in is picked to best suit you and the other boarders you will live with. Each house organises its own food and activities, and usually has the same staff working in it every day.

Some houses have boys and girls living together, and we base the houses on the personalities, interests and needs of all our boarders. Helping you to be independent is very important, but you will always have the support of our staff and we will always work with you".

LOOKING AFT YOUR HOUSE

We will encourage you to make sure your house is kept clean and tidy. We believe that your boarding house should be a homely environment to help you feel as comfortable as possible. Your house may have a house chore rota, so that things are fair.

Your room is your own private space so it is your own responsibility to keep tidy and clean. We expect that your bedding is washed and changed once a week. We provide bedding, but if you would like to bring a special set from home that is ok. Please bring photos or other important things for your room.



As a boarder you will have the option to receive your own bedroom key. We ask you to sign a contract and if you lose your key you will be charged £20 for a new one.

HOUSE MEETINGS

We believe in promoting British Values in democracy and mutual respect which is also linked to our school core values. Every house has a house meeting and these are usually held on Mondays to help you make plans for the week. We discuss activities, food menus and any issues anyone would like to raise.



After agreeing a food menu, you will be expected to help shop for the ingredients and any other shopping needed. You can choose to do your meals independently or decide to eat and cook as a house.

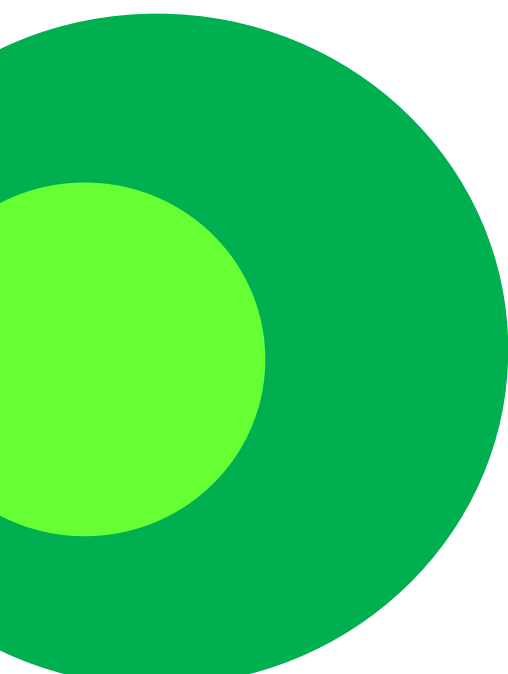
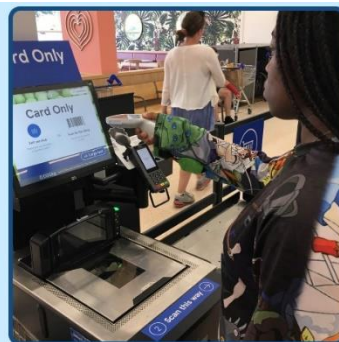
FOOD



ACTIVITIES



When you have talked about the activities you would like to do, they will be planned. Older and 6th form students will be supported to organise and arrange their own activities. It is important to remember, the cost must fit in to your weekly activities budget, or you can save for special activities or trips. Types of activities we do regularly include: the cinema, swimming bowling, special meals out, shopping, trips to the coast, go karting and Laser Quest- but we always welcome new ideas!



ACTIVITIES

As well as Leisure activities, our boarders love growing their own organic produce. Our Veg Patch Project has helped our boarding students develop a number of life skills, as well as offering environmental education beyond the school day.



We support and encourage our boarder's social life skills and preparation for adulthood.

Swimming on and off site



Cinema



Food shopping

Meals out to celebrate Birthdays and special occasions

Tobogganing



Youth Club



Other fun activities offered by Boarding

Gym



Tully's Farm

Bowling



Jump In



Coast trips



Special trips to



Go karting

WHAT CAN I BRING

We hope you will feel as safe, relaxed and as comfortable as possible. You are welcome to bring posters, pictures of family and friends, ornaments with you to decorate your room and make it as homely as possible.

Here are some more things you may want to think about;

- We keep a supply of toiletries here for emergencies, but we expect you to provide your own personal ones. So, don't forget your toothpaste, toothbrush, deodorant, shampoo/conditioner, body wash and anything else you may want!
- Feel free to bring books and board games with you, and you are invited to bring in age appropriate DVDs to watch.
- You are welcome to supply a TV, DVD player, games console etc for your room but there will be a time at night when it must be turned off. We understand that you may enjoy playing computer games but we offer so many things to do, we would like you to enjoy a variety of activities each week.
- We are lucky enough to have onsite sports facilities, so if you are interested please bring suitable clothing/footwear for exercise like football and swimming.

VISITING OTHER HOUSES



We highly recommend, and encourage, that you visit the boarding houses of your friends. However, houses do not accept visitors until 4.30pm. If you visit other houses you will be expected to keep to their rules and be respectful to the staff and boarders who live there.



You will have a key worker. A key worker is someone who can help with problems, or anything you are worried about. You can talk to them and they will help you. You will have regular one-to-one time with them. But, there will always be other staff around to feel free to chat to whoever you want. At night you will have a night time keyworker. They will be awake all night if you need them. they will help get your breakfast and support you to get ready for school or college

KEY WORKER

BOARDING YOUTH CLUB



We have a Boarding Youth Club which is only for boarders. There are computers for your use, a projector for Sky Movies, Netflix, quiz nights, gaming and television, a PS4 Virtual Reality, a big screen TV Atari Game Console, a pool table, air hockey table, and plenty of seating and space for you to have fun and socialise. We also hold karaoke nights and parties here too!



The youth club opens between
4.30pm and 10.00pm
Just ask a member of staff to open it!

BOARDING EXPECTATION

When you are boarding, we aim to develop your independent living skills. We want to prepare you for the future and your aspirations for adult life.

We have boarding rules and expectations of your behaviour. These expectations are to help you on this journey.

Rule and expectations are to:

- Show respect for everyone and respect all property.
- Complete chores as agreed and on time.
- Complete any homework tasks.
- Check in at 3.30pm (as soon as school finishes) to your boarding house.
- You may visit other houses after 4.30pm when invited.
- Ask staff to radio other houses before you visit just in case, they are busy, or it is not a good time.
- If visiting another house, you must leave before 9.30pm or when asked to leave and you must keep to their house rules.
- Be in your house at the agreed time (30 minutes before bed)
- Fellow residents are not to enter your bedroom – this is your private space – socialising can take place in communal areas.
- Go to bed on time and settle quietly. We expect you stay in your own room and not disrupt others.
- leave for school on time, leaving your boarding house by 8.30am

Please note that there are consequences if you do not follow the agreed rules and expectations – Thank you

Boarder's signature:

Date:

COMPLAINTS

If you come across anything that you are unhappy with then you can approach a trusted member of staff at any time who will help you to resolve the issues.

If you feel that you did not receive a satisfactory outcome then you can complete a complaint form which will be given to the Residential Manager, Francis Osei-Appiah, who will investigate the problem for you and hopefully resolve your concerns.

If you are still unhappy with the outcome, then you can request for it to be looked at by the Head of Care and Safeguarding, Helen Wix.

We do not tolerate any form of bullying, racism or inappropriate behaviour. If you feel that you are being treated differently or inappropriately then please do speak to a trusted member of staff. They will help you to resolve this.

Boarder's signature:

Date:

BULLYING

DIVERSITY

As a boarding community we recognise different cultures and religions, and their special days of the year which are celebrated all over the world. In our house meetings we discuss democracy and we note important days to remember, and celebrate special holidays or events throughout the year.

We also like to uphold Modern British Values, as a community we would encourage you to uphold these values too.

Democracy, the rule of law, individual liberty, mutual respect, and tolerance are not only core British Values but also the basis of much of the boarding provision. An acknowledgement and ongoing discussion about such values are a key part of daily life in boarding and we promote these values in day-to-day practise.

QUIZ

We want to get you settled into boarding so that you feel safe, comfortable and happy. To help you, we have created a quiz for you to complete.

1. Who runs Hunniford House?
2. Draw a picture or write about your favourite activity...
3. Where is the fire assembly point?
4. Which students are you getting along with?
5. Who is your keyworker?

Fire Evacuations

- All boarding students will be made aware of the Fire Evacuation procedure.
- Students will be shown the fire evacuation point
- Students will be told what to do if the alarm is raised
- All students will be expected to undertake regular Fire Evacuation drills

All fire evacuation drills will be monitored closely by staff and the expectation will be that all students adhere to the rules and procedures during these times.

- *I have been shown the fire evacuation point and understand the rules and expectation of me when alarm sounds*

Boarder's signature.....

Date of first Drill/ Evacuation.....

In – House CCTV

We would like you to be aware that we have CCTV in each of the boarding houses to make everyone feel safe. After a period of consultation in 2016 with our residential boarding students, residential boarding staffs, parents and our residential boarding student council it was decided to implement CCTV in residential in 2016, to add a layer of safeguarding for all students. Just so you are aware, the CCTV's are not fitted in staff offices, lounge areas, kitchen, dining areas, bedrooms, bathrooms and toilets because we want to protect your privacy always. The CCTV does not intrude unreasonably on our student's privacy because:

- *The CCTV in residential is non-audio (does not record sound) and motion sensor. It does not record all the time 24 hours and only record when there is motion of any movement. If there is no movement, it does not record. The CCTV in residential corridors are non-monitored with no screen (no-one can see it).*
- *The recordings can only be assessed by the Care Management Team, Senior Leadership Team and Police but, only if the incident is deemed important and serious enough for the CCTV to be reviewed.*

How CCTV will be used within boarding to keep you safe:

The CCTV in residential is to believe to enhance safety for the students by:

- Reduce incidents of damage to the residential houses
- Reduce theft of students stealing from each other's bedrooms
- Reduce theft of money from the staff offices by some students
- Visual evidence in light of Allegations against fellow students/staff
- Reduce deliberate setting of fire alarm by students.

CCTV in Residential Review Process

- As part of the review and monitoring process of the residential CCTV, boarding staff will discuss with all boarders 3 times per academic year (every 12 weeks) in your house meetings about the CCTV in the communal areas of the residential houses.
- The CCTV in residential will always be included in this boarding student 'welcome booklet' and reviewed in line with the 'welcome booklet'.

Sign.....

Date.....

Your Standard 3 Visitor

We would like you to be aware that in boarding, you have a standard 3 visitor who visits boarding six times per school year (every 6 weeks) unannounced.

During the visit, your standard 3 visitor will check your school records for:

- **Attendance**
- **Complaints**
- **Exclusions and sanctions,**
- **Use of restraints**
- **Risk assessments**
- **Care plans**

Your standard 3 visitor will check during the visit how well you are looked after by boarding staff and kept safe. They also check your boarding houses condition, furniture and equipment. You will have the opportunity to talk to your independent visitor privately if you wish to about anything you're not happy about.

After the visit, your standard 3 visitor will write a report to West Heath School and a summary report to all boarders which will be shared with you in your house meeting. These reports are kept and also shown to Ofsted inspectors.

Your standard 3 visitor is from Vicky Wills Consultancy Ltd and her name is Vicky.

Sign.....

Date.....



Hi, my name is Vicky and I am the Independent Standard 3 Visitor. I have worked with young people for over 22 years. My first job working with young people was in a residential special school like yours and I worked there for seventeen years. Now, I have my own company and I visit another residential special school and several children's homes to check the young people who live there are being well looked after and that most importantly, they are safe and happy.



As part of my role I would like to spend time talking to you and hearing about your views, so if you see me about please



If you would like to contact me, please e-mail me:
vicky-wills@hotmail.com



“We Are Your Independent Visitors”

HI, MY NAME IS NICK



HI, MY NAME IS HEATHER

OUR VOLUNTEERING ROLE IS:

- To be there for you when you need us
- To listen, advice and support you with problems you don't want to take to boarding staff
- To have a laugh together and listen to your opinions

- We will not tell anyone the things you tell us unless it is to keep you or another boarder safe
- You can let us know when we visit if you're happy or not in boarding

YOU CAN CONTACT US ON:

Nick:- 07718 088832

Heather:- 07773 688167

NEED A PLACE TO
GET AWAY
FROM IT ALL



**FEEL SAFE
WITH CHILDLINE**

Whatever's going on in your life, our counsellors are here to listen. Chat with one of our counsellors online, on the phone or, if you're D/deaf, through a British Sign Language interpreter. It's free, confidential and we'll make you feel at ease.

childline

ONLINE, ON THE PHONE, ANYTIME
childline.org.uk | 0800 1111

Childline is a service provided by the NSPCC, a charitable company for the Protection of Children Act 1999. Childline is a registered charity. Registered office: 90 Victoria Road, Watlington, Oxford, Oxfordshire, OX12 9JF. Telephone: 0800 1111. NSPCC.

The Children's Commissioner for England

The Children's Commissioner promotes and protects the rights of children, especially the most vulnerable, and stands up for their views and interests.



The Children's Commissioner for England is [Dame Rachel de Souza](#).

She speaks up for children and young people so that policymakers and the people who have an impact on their lives take their views and interests into account when making decisions about them.

 Freephone 0800 528 0731

help • hand

[How we can help](#) [Information and advice](#) [Leaving care](#) [Get in touch](#)



CHILDREN'S
COMMISSIONER



If you're in care, leaving care, living away from home or working with social services, we can give you free, impartial help and advice. You can speak to us confidentially about any questions you have or anything that's troubling you – no issue is too big or too small. Just get in touch with us via email at help.team@childrenscommissioner.gov.uk.

If you'd rather speak to us on the phone, you can call us free on **0800 528 0731**.

Get us to contact you back

If you're a child in care or a care leaver, fill in your details below and we'll call or email you back as soon as we can.

Help at Hand's inbox is not monitored outside of our standard working hours (Monday to Friday 9am to 5pm) so if you need urgent help, please contact childline on 0800 1111



SCAN ME

Speak Up in confidence



Francis Osei-Appiah

Residential Care Manager and
Deputy Designated Safeguarding Lead



IT IS TIME TO STOP BULLYING!

itrust
The Speak Up App



WESTHEATH
REBUILDING LIVES THROUGH EDUCATION



RESPECT • RESPONSIBILITY • RELATIONSHIPS • RESILIENCE



WESTHEATH
RESIDENTIAL