PINEWOOD

Est. 1875

BOARDING PRINCIPLES AND PRACTICE
A policy to promote the safeguarding and welfare of boarders

Principles

Pinewood School provides a weekly and flexible boarding package that is very often child-led. Boarding at Pinewood promotes a level of independence in children whilst nurturing them in a safe and caring environment. We aim to help the children develop a greater sense of who they are, become more self-reliant, allow them to develop strong friendships and appreciate a positive and fulfilling interaction with the adults who care for them.

The rationale behind boarding:

Children enjoy being with their friends in a happy and supportive atmosphere. They can benefit from the school's extensive grounds and facilities.
Boarding dispenses with the tedium and stress of a school run and can provide a child with consistency, stability and routine.
Boarding provides the older child with valuable experience to ensure a smooth transition into a boarding Senior School.
Boarding can provide children with an evening environment that is conducive to further independent study and taking ownership of one's workload.
Boarding fosters in children a sense of independence, responsibility and spirit of tolerance.

In boarding at Pinewood, we aim:

- To produce an open and trusting ethos in which each boarder feels able to approach any other member of the community (staff or pupil), confident in the knowledge that he or she will be treated and respected as an individual.
- To develop the whole person - to be curious, to have a desire for truth and a respect for others.
- To create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying would find great difficulty in developing.
- To provide the conditions for boarders to develop their intellectual talents through well-structured homework conditions, access to staff and other pupils, participation in activities and in an atmosphere which values effort and perseverance.
- To provide a range of activities, hobbies and opportunities related to age and maturity that will assist in the personal, social and cultural development of each boarder.
- To safeguard and promote the welfare of each boarder, by providing an environment that is, as far as possible, free from physical hazards and dangers of any sort, including those from the use of the internet.
- To provide accommodation that is comfortable and suited to the needs of boarders, according to gender, age and maturity, and which provides adequate levels of privacy.

- To develop boarders' responsibility for self, for others and for the environment; To develop boarders' qualities of leadership and ability to work as part of a team.
- To encourage boarders to contribute to the needs and welfare of others in the house and school, as well as those in the wider community.
- To provide suitable conditions for boarders to feel able to turn to members of staff to share the good things in their lives, as well as seeking advice, counselling and support during times of difficulty.

Practice

In overall charge of boarding are Mrs Bailey and the House Parents, Mr and Mrs Newcome.
Children can be weekly boarders or regular boarders.
Boarding is available on Sunday nights for weeklies, by arrangement.

Whilst children can board from Year 4 on certain nights during the week, the main boarding provision begins from Year 5 onwards and we encourage all children to board for at least two consecutive nights and these nights will remain the same throughout the term. On occasions a child can board extra nights during the week if space permits. *In some circumstances and for those children particularly in the younger years we will aim to work with families in order to build up to the two consecutive nights.* Year 4 may currently board on a Monday and/or Wednesday evening with each expression of interest reviewed by liaising with Form Tutor and Head of Lower School to ensure it is in the best interest of the child.

The resident members of the boarding team comprise of:

- Boarding Houseparents, Mr and Mrs Newcome, who live in School House, in the main school building and adjacent to the boys' corridor.
- Assistant Housemistress - Helen Cook, who lives at the end of the girls' corridor.
- 4 Gap Students, who live in between both corridors.

In addition, **2** female and **3** male members of staff live on site and assist with duties.
Both the Headmaster and Deputy Head live by the main school drive and are available at any time in the event of an emergency, as is the live-in caretaker who also lives onsite.

No member of staff is permitted to supervise or partake in a boarding duty after supper unless they have completed the Boarding Induction programme.

Routine

0700	Wake up call. Wash, dress and tidy.
0730	Breakfast. (Cereals, fruit juice, tea, a cooked main course and toast)
0750	Morning notices after which children are free to leave the dining-hall after clearing their place.
0815	Form time registration.
1730	Sign in with member of boarding staff in Matrons' Room
1815	Supper – a two-course hot meal (tuck one night per week on a rolling system)
1850	Activities/free time
1950	Roll-call/ sign in and evening snack
2000-2115	Staggered shower and bedtimes

Supervision

At least one of the House Parents will attend breakfast as well as the Assistant House Mistress and Gaps who have woken the children.

At **1815** a member of SLT, alongside one of the Houseparents, supervises supper (at which time there is a sign in/roll call) and a system of clearing afterwards. Four boarding duty staff start their duty at **1830** assisted by the gap students and Assistant House Mistress.

There is a formal activities programme announced each evening at supper which the duty staff then deliver on each evening. These consist of an outdoor activity (weather permitting), a sports hall activity, an indoor activity, academic work and relaxation. The older children require less structured activity, while the younger boarders require more structure and support from the adults. All outdoor activities occur on the pitches side of the school building where there is a clear area for duty staff to patrol. There will be particular attention given to those children who require more adult direction and those who struggle with time management.

Prior to examinations, children can have regular supervised study/revision sessions at 5.30 p.m. or after supper. Children are not encouraged to study at bedtimes.

At evening snack and registration (indicated by a bell at around 1950), children collect their reading books from their lockers and then assemble in the dining room where there is a final sign in as well as a final snack before bedtime, usually cereal or toast. Half duty members of staff secure the building and then report back to the other members of the boarding team in the dining-hall and relate anything of note that may have happened over the course of the evening. Their duty for the evening is then complete. Children go up to shower and get ready for bed after which they can partake in quiet activities in their dorms or Common Rooms or watch some television, under supervision, until bedtime.

The full boarding duty team remain on duty until **2145** when they hand over to the resident members of staff who are then responsible for the welfare of the children. The online duty log is filled in. Night bells are situated on all floors if a child needs an adult after lights-out. One member of staff is responsible for the night bell overnight with the alert going to several members of the boarding team. A final lock up is completed by the on-site caretaker. The overnight alarm is set from 10pm until 7am the following morning on each of the boarding exit doors as well as the doors between the boys and girls corridor.

Values and Behaviour in Boarding

During Boarding, it is expected that the children uphold and honour the school's *Values and Behaviour - Rewards and Sanctions policy*, with the addition of some specific standards and rules to acknowledge the unique environment that Boarding is:

- Respect each other's right to sleep – After Lights Out, it is expected that children are quiet and courteous.
- Respect each other's private space – Under no circumstances must children interfere with or enter the bed area of another child. During Dorm time, a child may sit on a bed if invited. After Lights Out, it is expected that children stay in their bed other than visits to the loo/Assistant Housemistress/ Night bell.
- Children are expected to act with decency, which includes wearing clothes as practically possible and respecting each other's rights for privacy.

Where it is practically possible we maintain a separate rewards and sanctions system to that used during the academic day, although this is still formed through receiving Points Up and Down. The online duty log is collated each evening and sent to relevant staff members (including Heads of School and Form Teachers) the following morning and any incidents are acted upon and followed up as necessary. Behaviour expectations within boarding are explained regularly and therefore the consequences for poor behaviour are reiterated.
Sanctions, depending on behaviour can include; loss of tuck, helping in the boarding house, missing out on activities and LOFT (Loss of Free Time). For more persistent poor behaviour, boarding points down will be administered resulting in the loss of tuck privileges, loss of free time or activities, household chores, boarding detentions and in extremis, the loss of the privilege of boarding at Pinewood. Positive behaviour is rewarded with Boarding Points Up which can give you extra tuck and may result in a treat or special evening at the end of each term.

Arrangements for searching of pupils and their possessions

A member of staff is able to search a child's outer clothing, pockets, possessions, bags or lockers for any item provided the pupil agrees. Pinewood reserves the right to make it a condition of having the locker or space that the pupil agrees to have these searched. If the pupil withdraws their agreement to search, a search may be conducted both for any prohibited items and any items identified in the school rules for which a search can be made, including items that are suspected to have been stolen.
A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Should a child be suspected of bringing an item(s) to school that threatens the health and safety of others within the school community, then the school reserves the right to search that pupil and carry out a locker search or, in the case of Boarders, the bed space of a Boarding pupil and also request that any lockable containers are opened. A pupil search **must** be conducted in private by a 'same sex' adult, witnessed by another 'same sex' adult and also by a friend of the child.

For further clarification and guidance around the arrangements for searching of pupils and their possessions, refer to latest government advice: *Section 550ZA of the Education Act: Power of members of staff to search pupils for prohibited items: England & DfE Searching, Screening and Confiscation: Advice for schools, July 2022)*

This Policy also references the Equality Act 2010, the Education Act 2011, the Education and Inspections Act 2006, Screening, searching and confiscation – Advice for head teachers, staff and governing bodies 2018.

Safeguarding and Child Protection

Whilst Pinewood boarding is run as a mixed boarding house, the overnight sleeping accommodation for boys and girls is located within separate areas and all doors to the boarding areas are alarmed each evening. To comply with KCSiE 2026 and the Boarding NMS children are not allowed to share overnight accommodation with a child of the opposite biological sex. This would also apply to any request to support any degree of social transition.

The safeguarding of children is paramount both within boarding and the school as a whole. All staff within the school are responsible for safeguarding and must read and observe the Safeguarding Policy and KCSiE 2026. All boarding staff are required to read and observe the Safeguarding Policy in conjunction with all boarding policies.

Reviewed September 2026
Reviewed by Imogen Newcome. Houseparent
Next Review Date: September 2027