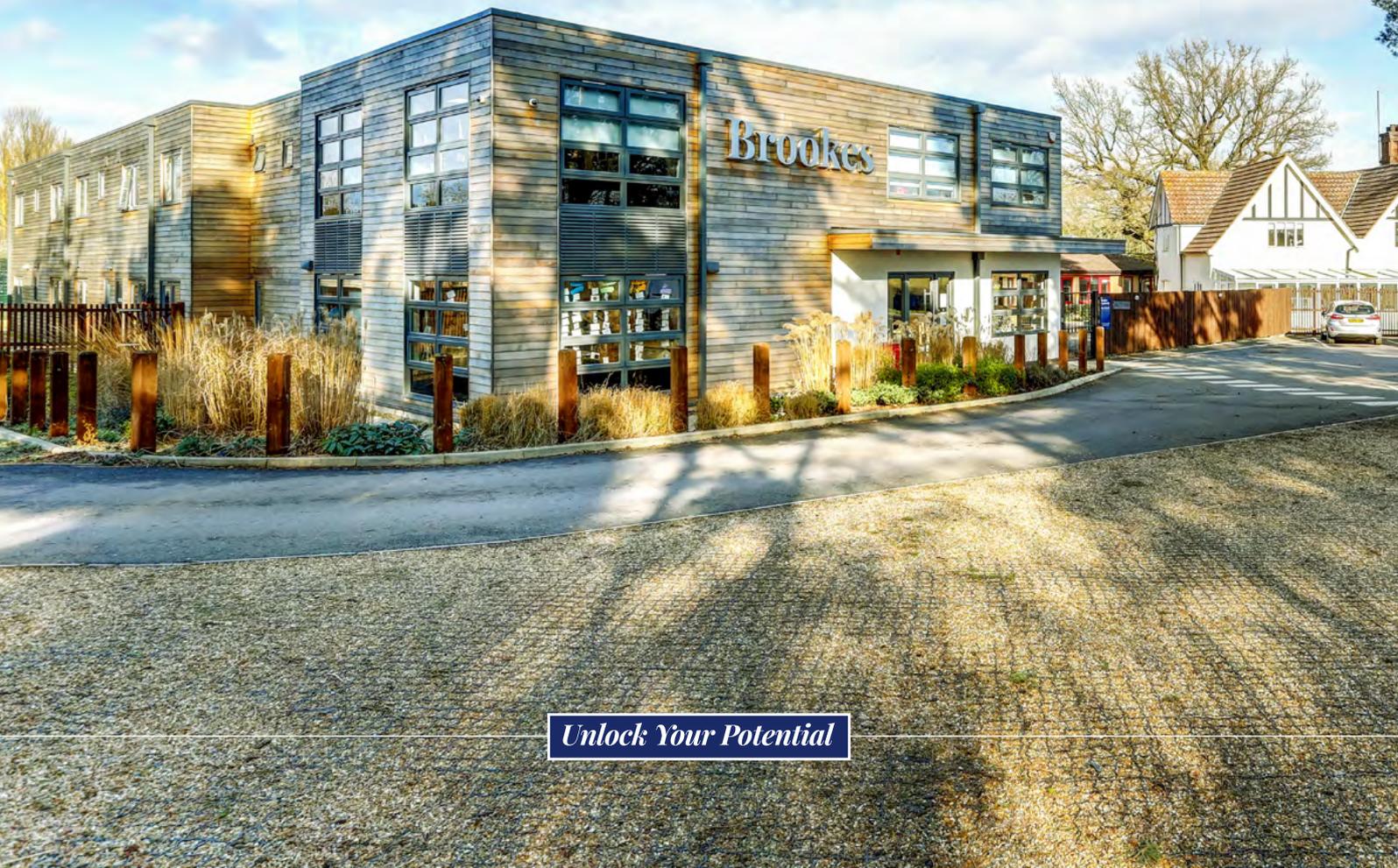




Boarding Handbook & Residence Guidelines

FOR PARENTS AND PUPILS

2023



Unlock Your Potential



BOARDING HANDBOOK AND RESIDENCE GUIDELINES FOR PARENTS AND PUPILS

Welcome to Boarding at Brookes

Introduction

Welcome to the Brookes UK Boarding community. Boarding with Brookes offers students a variety of fantastic opportunities and experiences. Whether it's developing independence or making long-lasting friendships, boarding can offer something for everyone. We run the house as a family unit – this is a home away from home, and much more than just a place to sleep.

Living with other students can be great, but boarding life must have some rules and guidelines so that everyone can be happy and healthy in our community. Please make sure you read through this document thoroughly before your arrival, as it provides important information about routines and expectations. There is a Senior School Handbook and a Lower School Handbook which accompanies this document containing more details about day school. Please ask questions! Our staff are always happy to help and other students are always glad to give advice.

Welcome from the Boarding House Parents

We are delighted that you are considering boarding at Brookes UK and look forward to warmly welcoming you to our Boarding House here at Brookes UK.

We are the House Parents – Helena and Paul Jackson. We have 3 children, all of whom attend Brookes UK. Our daughter Elysia, is in Year 5, Ryker is in Year 3 and Kenzo is in pre-reception at Cherry Trees Nursery. We welcome your children into a very warm, friendly and caring House – a home away from home. We have very strong family values and our children are very much part of the House and everything we do – which we believe – will help ensure that your children are happy and enjoy every aspect of their boarding experience. Our supportive family environment promotes independence, as well as a strong sense of belonging. The happiness and welfare of our boarders is the most important thing to us as boarding parents and we believe that our nurturing and supportive environment will help your children become the best they can be. We will of course encourage them to embrace all that Brookes UK has to offer and ensure they have lots of fun and exciting adventures and experiences along the way.

Paul and I are very approachable and always ready to lend an ear, so please do not hesitate to get in touch with us, should you have any questions or concerns or if you simply want to chat, share stories or news.

We are wishing you a very enjoyable and positive boarding experience at Brookes UK.





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Boarding Aims and Values

In line with our school values, each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying, we treat people with equality, embrace diversity and include all. Boarders will thrive on academic challenges and have access to staff to participate in activities in an atmosphere that maintains our school values.

We will provide a range of activities and opportunities that will assist in the personal, social and cultural development of each boarder. Boarders will be safeguarded and we will promote the wellbeing of each boarder. We operate a tolerant, open and trusting environment based on mutual respect; in which each boarder feels able to approach any member of the community (staff or student), confident in the knowledge that he or she will be treated and respected as an individual.

Boarders will have the opportunity to develop responsibility for themselves, for others and for the environment and develop qualities of leadership and ability to work as part of a team. We encourage boarders to contribute to the needs and welfare of others in the House and school, as well as those in the wider community.

Communication with Us

Boarding House Parents: Paul and Helena Jackson
Boarding Email Contacts: boarding@uk.brookes.org
Boarding Mobile Phone: +44 (0) 7384 143094
School Office email: office@uk.brookes.org
School Office number: +44 (0) 1284 760531

Boarding Options and Going Home

Brookes offers a full range of boarding options including, full-time, weekly and flexi; which means that students can get the most out of the educational opportunities during term time. Boarders have full flexibility if they wish to return home to their families / guardians at the weekends, though it is typical for full-time boarders to remain in the house most weekends.





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Guardians and Agents

Every student boarding at Brookes is required to have a guardian who lives within a reasonable distance of the school and should be at least 25 years old. Your guardian will act on your behalf, attending meetings with school staff and letting you know what is discussed. They will help you adapt to your new surroundings and school regulations, taking an active part in your school life. Guardians can also book flights, and arrange transport from the school or airport at the beginning and end of all holiday periods. Your guardian needs to be available to be contacted 24 hours a day, in case of emergency.

If you change your guardian you need to inform your House Parents immediately, so the school can update the contact information that we hold for you. You cannot remain at the school without a guardian. We recommend using **Bright World Guardianship** to find a guardian or alternatively you might want to consider **Aegis Guardianship**, please do speak to the House Parents if you would like further details.

Facilities

Our spacious bedrooms all have en-suite facilities and there is WiFi throughout the School. On the top floor there is a lounge with a television, DVD player, games console and a kitchenette. All bed linen and towels are provided and laundered weekly, but students may bring their own as long as they are named. Boarders will also have access to the School facilities alongside our day students. This includes our playing field, sports equipment and ICT Suite (with the agreement of the teaching staff).

Laundry

Full time Boarders will have all their daily laundry taken care of (including uniform, casual clothes, bedding and towels). All weekly and flexi boarders will be provided with fresh clean bedding and towels each week and will have the option for their uniform to be cleaned as and when necessary. All items must be named.





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Daily Boarding Routine

Timings	Activity
07:00	Wake Up
07:30	Breakfast
08:00	Get ready for school
08:15	Go to School (Boarders are not permitted back to the Boarding House during the day).
16:00	After School Clubs / Study Space
17:00	Boarders return to the Boarding House - Free time
17:30 / 17:45	Boarders Dinner
18:30 / 18.45	Homework/Study time for all Boarders (all homework set via google classroom.)
20:30	Key Stage 2 Bedtime (Phones and Electronics collected in by House Parents)
21:00	Key Stage 3 Bedtime (Phones and Electronics collected in by House Parents)
22:00	Key stage 4 Bedtime (Phones and Electronics collected in by House Parents)

The routine on Friday and Saturdays evenings changes, allowing time for Boarders to relax and have more flexibility with their time.

Exeat

Exeats are weekends where you can request to stay at home with your family or with friends. You are allowed to visit family and friends during term time, at the weekends with permission from your House Parents, a reasonable amount of notice is required. Parents/Guardians will need to complete this Exeat form with all necessary details.

Exeat Form Request (Term time)

Exeat Form Request (End of Term)

Mobile Phones/Electronics

Sunday - Thursday night: All phones and electronic gadgets are collected and safely stored overnight with the House Parents.

Parents and Guardians are permitted to contact their child in boarding between the hours of 17:00 and their allocated bedtimes. Should a parent/guardian wish to contact their child outside of these hours, they must arrange this with the House Parents via the contact details provided. Boarders will be connected to a separate boarders WiFi.





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Safe

You will be shown how to use your personal safe when you arrive. You should not bring large sums of money into School. If you have more than £20.00 when you arrive, Boarding Staff will keep it in the Boarder's Central safe, in the staff flat. All of your valuables and money should be kept in your safe at all times

Pocket Money

At the request of the parents/guardians, the House Parents can manage the storage and distribution of boarders money. We recommend that parents provide their child with either cash or a debit/credit card, which they are able to monitor spending and top up as required.

Catering and Meals

All meals are prepared by our catering staff and served in the school hall. Food served is nutritious and balanced with careful consideration of the quantity, quality, choice and variety. Additional snacks are also available. Boarders also have access to a kitchen in the boarding house, where they may make hot or cold drinks and snacks in their free time. On occasion, and with the permission from the House Parents, students may use their pocket money to buy additional snacks from the Supermarket.

We make every reasonable effort to cater for each individual's requirements, whether on medical, ethical, religious or other grounds. Please specify this information on the enrolment form before joining or speak to the House Parents if you wish to discuss your child's dietary needs further.

Please note we are a nut-free school. All outside food must be checked by the duty staff. All products brought on site containing nuts will be confiscated immediately.





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Clubs, Events, Activities and Trips

There are a variety of clubs, events, activities and trips available. Boarders are perfectly placed to make the most of what is on offer. Most boarding activities are covered by the fees and full attendance is expected. However, it is possible for students to arrange to be with their guardians instead, should they not wish to attend. Occasionally, parents will be asked to contribute towards the cost of planned activities, and where this is the case, advance notification will be given.



Someone to Talk to

It is good practice to encourage all children to talk to a responsible, trusted adult about anything that is concerning them.

In addition to the schools pastoral system and the Designated Safeguarding Officers, the School has an Independent Listener, Wendy Compson, who students may contact directly about personal problems or concerns at school. Their contact details are advertised on the boarding house notice boards.

Posters of helplines, including the Office of the Children's Commissioner, are on notice boards in the boarding house and around the School.

YoungMinds: YoungMinds is the UK's leading charity fighting for a future where all young minds are supported and empowered, whatever the challenges. They are here to make sure young people get the best possible mental health support and have the resilience to overcome life's difficulties. www.youngminds.org.uk

Kooth: Kooth is an online, free, safe and anonymous mental wellbeing service providing counselling and support. www.kooth.com

Shout: a free, confidential, 24/7 text support service for anyone in the UK who is struggling to cope. Text the word 'SHOUT' to 85258 to start a conversation with a trained Shout Volunteer. <https://giveusashout.org/>

Who	Number
Independent Listener (Wendy Compson)	(+44) 07873336372
Office of the Children's Commissioner	(+44) 020 7783 8330
Childline	(+44) 0800 1111
Designated Safeguarding lead Natalie Taylor	(+44) 07766692119
Designated Safeguarding lead Paul Jackson	(+44) 07958632079
Designated Safeguarding lead Helena Jackson	(+44) 07958632076



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Medical Information

The care and safety of our pupils at Brookes is a top priority. Trained first aiders are available to students for consultation at any time. Liaising with daytime school staff, we will oversee routine daily care and treatments for boarders. The School will discuss with parents and seek professional guidance on how to provide for boarding students who may have chronic conditions and disabilities.

Parents and guardians are asked to provide all relevant medical information prior to their child's arrival in the enrolment form, giving details of past medical history, allergies, treatments and their child's current immunisation status. Parents and guardians are also required to sign for consent so we can administer medication.

It is important that any changes in medical information are reported to the School Office and House Parents, to ensure pupils are cared for appropriately. All medical records will be kept in accordance with GDPR compliance. Confidentiality will be strictly maintained in the medical care and treatment of students.

Designated Safeguarding Leads

Natalie Taylor 07766 692119
Helena Jackson 07958632076
Paul Jackson 07958632079

Medicines

Your Boarding House Parents will register you with a local doctor if you are an International or Full-time boarder. If you need further medical or therapeutic support, e.g. to see a dentist, physiotherapist or optician, we will make an appointment for you and boarding staff will facilitate this by accompanying you. For safety reasons, you are not permitted to keep any medicines in your room. Any medicines you bring with you, will be kept in the Boarding House First Aid Safe.

DOCTOR

Guildhall and Barrow Surgery
Lower Baxter Street: 01284 701601
Barrow Hill: 01284 812510

DENTIST

Mydentist
Bury St Edmunds: 01284 764666

PHYSIO

Bury Physio
Bury St Edmunds: 01284 748200

Illness

Boarders who become unwell will be cared for in the First Aid Room in Gryphon House, or in their rooms by the boarding staff. Parents/guardians will be consulted and informed regularly on their child's condition / treatment. Should a pupil need to visit the local hospital, school staff will accompany them and remain with them. Parents will be immediately informed.

Parents are requested to inform the School of any infectious illness / contact with regard to their child prior to their arrival at school. If boarders develop a serious infectious illness in school, they will be nursed in isolation in a single occupied room in the Boarding House, until they can be collected by their parents or guardian. It is a requirement that all full-time boarders have a local, designated guardian to whom they can go home to at such times.





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Preparing to Join Brookes

Uniform

Uniform and school item lists are provided separately before arrival at the School, alongside the student handbooks. If you have not received one or lost your copy please contact the School Office for a new copy. Parents should purchase enough school uniform to get their child through a week. Uniforms can be purchased from our school supplier **MR Cricket Hockey**. If you are unable to purchase items or experience difficulties, please do let the House Parents know, so that they can help ensure your child has what they need. All items of uniform must be clearly named.

Travel Arrangements

How to Get Here

Due to our rural location there is currently no public transportation directly to the School. Travel arrangements need to be organised by parents / guardians.

It is the parents/guardians responsibility to arrange transport to and from school. An Exeat form is sent out weeks before each holiday and parents or guardians are responsible for completing this form, so we know that the boarders are safe when travelling to and from school.

Returning to School

Boarders are expected to return to school prior to the start of each term and on Sundays after a weekend home - between 17:00 - 18:00 (in time for the evening meal) or 19:00 - 20:00 (if dinner is not required.)

Passports, BRP's and travel tickets must be handed into the House Parents for safekeeping.





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Homesickness

Homesickness is a common issue for students living away from home. It can affect students of varying ages, including those who have lived away from home before. Students can find the differences between home and their new environment overwhelming and, combined with the added pressure of language barriers, can become unhappy and anxious.

It may take some time to settle but eventually the daily routine will become normal. We recommend regular contact in the evenings via phone, voice call or email. The timing of phone/Skype calls should be arranged with the House Parent so that normal routines of study and sleep are not disturbed. It is advisable to allow students time to adapt to the boarding environment and to develop resilience in dealing with emotional moments that come with living away from home.

It is important to raise any concerns to a member of staff. Our House Parents are very experienced at helping boarders and their families deal with homesickness, so please ask them for more information if this is something that is concerning you.

Leaving for the Summer

Before we break up for the Summer holidays at the end of the academic year, all boarding rooms will need to be completely emptied and cleared. All personal possessions must be taken home. The School cannot be held responsible for possessions once students have left school for the holiday period. All school items need to be returned to the boarding house. Overseas boarders returning to school in the autumn term may store their possessions in the Boarding House over the holiday period.





International Students

Visa Information

When an overseas applicant wishes to move to the UK to board at Brookes, they should determine what kind of entry visa, if any, is required by UKVI (United Kingdom Visas and Immigration). Normally the type of visa is classified as Tier 4 and this is available to students aged from 4 to 17 years of age. Brookes is a Tier 4 Licence holder, approved by UKVI and is able to support student entry through the issue of a CAS (Certificate of Acceptance for Study). An electronic copy of the CAS should be submitted by the student when applying for a Tier 4 visa at the British Embassy in their home country.

To issue a CAS the School requires certain information in advance:

- Copy of passport page with date and country of birth
- School reports and transcripts
- Evidence of payments made for tuition and boarding for at least one term and preferably for the full school year. This satisfies the UKVI that sufficient funds are available to support continuous study.

There is a cost charged to the School for issuance of the CAS and this is covered by the school registration/application fee. The CAS has a fixed time period to be used to support a visa application and it is not transferable. In some cases the UKVI will determine that a student may be issued with a Biometric Residence Permit and that is normally collected from a designated Post Office in the UK after entry.

For further information go to: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>





Expectations, Security and Administration

Holiday

All students are expected to attend school for the full duration of term. Parents are asked not to withdraw their children from school outside of the published holiday times. If a student needs to arrive or leave outside of the term dates, special permission must be obtained from the Principal in writing well in advance, and before any tickets or holidays are booked. If any school is missed, it is the responsibility of the student to catch up on the work they have missed.

Administration

Please remember to notify the School Office of any changes of address or contact numbers, or any change in circumstances affecting the School records at the earliest possible opportunity.

Security

The safety and security of students is a top priority. Boarding accommodation is strictly reserved for boarders. It is protected from access by unauthorised persons, and boarders are instructed not to allow any unauthorised persons entry at any time. Entry is by electronic key fob, and only staff will have these key fobs. Parents must be supervised by staff if they wish to see where their child is living.

Brookes UK is located in a safe, rural setting. We have a fence entirely around the site and key coded public gate access from the car park, which is monitored by CCTV. There is one main access point onto the School site and this is also monitored by CCTV. The outside of Gryphon house has five exits (two are fire exits), and all five are covered externally by CCTV. Students' privacy is paramount and any security provision does not intrude unreasonably on residents' privacy.

There are CCTV cameras located in the Boarding House, one in the girl's corridor and one in the boy's corridor. The main purposes of the CCTV cameras are to protect the personal safety and property. Storage and monitoring of the system will be in line with the CCTV Policy.

Rules, regulations and school policies

All school rules and regulations including whole school policies can be found on the main school website for you to view;

Policies include;

- Child Protection and safeguarding
- Behaviour and relationships
- E Safety
- Fire drills and Health and safety
- School routines/Pastoral support
- Complaints
- Safe restraint
- First Aid





Flempton Rd, Risby, Bury St Edmunds IP28 6QJ, United Kingdom
recruitment@uk.brookes.org

WWW.UK.BROOKES.ORG

Unlock Your Potential