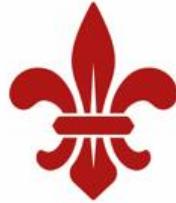


Westbourne  
House School  
CHICHESTER

# Boarding at Westbourne House School

Christmas Term 2022

# Welcome to Boarding



Westbourne  
House School  
CHICHESTER

This handbook has been created to help you to get the most out of your boarding experience from the very start. It contains a lot of very useful information to make your introduction to boarding as easy and as enjoyable as possible.

As there is a lot of information here, we do not expect you to read it all at once, but it will be a very useful reference booklet as you begin your boarding journey here at Westbourne House School.

If, after reading this booklet, you still have any questions or are unsure about anything, please feel free to ask any member of the Boarding Team.

Primarily it is written for you, the Boarder, however there is additional information, near the back of this handbook, specifically for your Parents and Guardians.

## Why Board at Westbourne House School?

Apart from having lots of fun with your friends, taking part in lots of different activities, playing games, watching films (with tuck!) and enjoying a variety of cooked meals, including the famous Westbourne House breakfast...

There is so much **more for you to gain:**

Being away from home and living within boarding routines can help you learn to **improve your self-discipline, independence and confidence.**

Getting to live away from home, in a safe and secure environment **enhances your preparation for senior school** and life beyond education, too.

When boarding, you get the opportunity to be **more responsible** for yourself and your belongings.

Living in a close, but different community (away from home) may make you **learn more about yourself and what makes you who you are** as an individual. This will improve your **maturity, resilience** and **resourcefulness.**

You also gain valuable life skills by learning to **respect and be mindful of others** outside of your own family members, friend circle and your own culture.

Learning to live with others (community living) can **increase your ability to collaborate, get along well with and be inclusive of others** – a very valuable skill which will serve you well in the future.

The boarding environment **encourages greater social confidence.**

With involvement in a wide variety of boarding activities and experiences, boarders feel that their boarding memories often become some of the **best memories of their lives.**

# Meet the Boarding Team

## Main House



**Peter & Rachel Fisher  
Houseparents**



**Arron Berry**

## Postgraduate Boarding Assistants

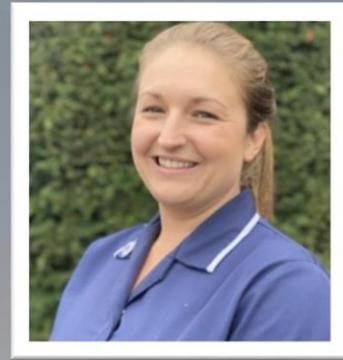


**Emily Van Holland**

## The Medical Team



**Georgina Dutt RGN**  
Senior Nurse



**Chelcie Chamberlain RNC**  
Senior Nurse

## The Matron Team

**Amy Waller**  
Senior Matron



**Louise Lewis**



**Ruth Tiling**



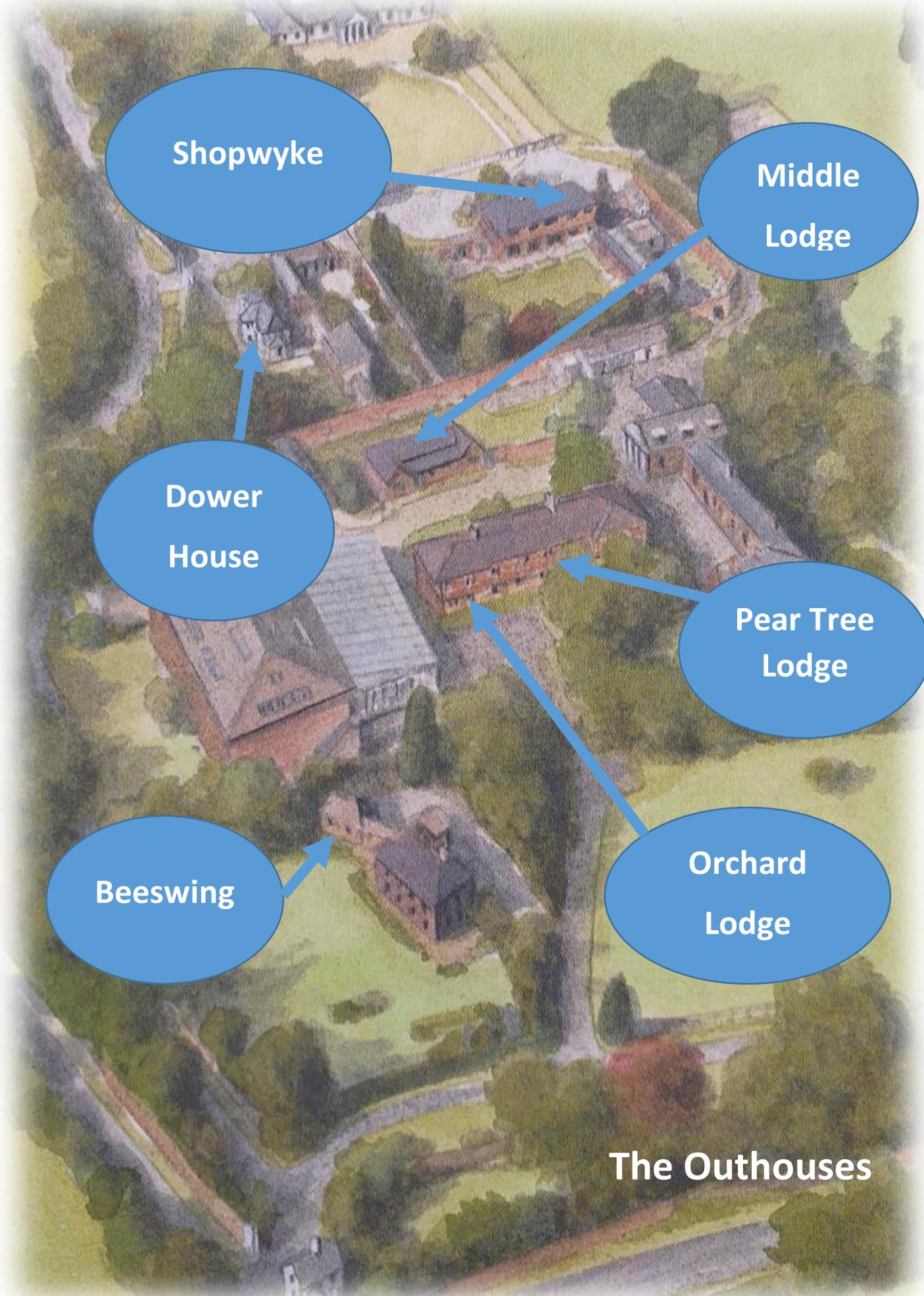
## Live-In Matrons



**Imogen  
Bishop**



**Emily  
Maindonald**



**Shopwyke**

**Middle  
Lodge**

**Dower  
House**

**Pear Tree  
Lodge**

**Beeswing**

**Orchard  
Lodge**

## **The Outhouses**

**Dower House**  
**Tim & Sophie**  
**Pitman**  
**with Oscar &**  
**Lucy**



**Middle Lodge**  
**Lisa & Dan Jeram**  
**with Luna**



**Orchard Lodge**  
**Clare Lane &**  
**Joe Cook with**  
**William**



**Pear Tree Lodge**  
**Kevin & Clare Smith**



**Beeswing**  
**Helen & Martin**  
**Barker**

**Shopwyke**  
**Beth & Dan**  
**Armitage**



# Our Boarding Aims and Principles

The Westbourne Boarding community aims to create a safe, supportive and fun environment for the children in order for them to develop into caring, self-reliant and confident individuals.

Our Boarding Principles at Westbourne House School are encapsulated in The Westbourne Way.

## THE WESTBOURNE WAY

**Be the best you can be**

**Help others be the best they can be**

**Enjoy life and include others**

**Be kind, honest and truthful**

**Be respectful**

**Persevere**

The Westbourne Way is a strong moral code devised by our pupils that maps out the way our community wants to interact and grow together.

We encourage our whole boarding community (staff and pupils alike) to follow the Westbourne Way, not just in the school day, but in their boarding time, too.

## **Boarders' Induction Checklist**

- Read the boarders' handbook
- Meet your Houseparents, Post Graduate Assistants, Matrons and the other members of the boarding team
- Where to find boarding staff in the house and the Medical Centre
- Door codes/access to the boarding house and house tour
- Know the boarding routines
- Fire alarm procedures
- Behaviour in the boarding house
- Bed space and dorm tidiness
- Personal hygiene and showers
- Who do I contact if I am unwell at night?
- Know who I can talk to if I am unhappy (aware of the school listeners and people outside of the school staff who are there to talk to)

### **Checklist specific to international boarders:**

- Devices – where they are kept and when are they accessible
- Laundry routine
- Speaking English in the boarding house
- Routine at Leave outs/returning to school
- Packing for longer holidays and travel arrangements
- Who looks after my money, passport, visa and travel documents?

## How can I get the most out of Boarding?

### DOs

- Have a positive attitude every day
- Enjoy the boarding experience
- Get a good night's sleep
- Make the most of the free time you get
- Keep in touch with your parents
- Be calm and sensible in your boarding house and dorm
- Respect the property of your boarding house and those that you live with
- Forge strong friendships and include others
- Tell someone if you're upset
- Be polite, helpful and kind

### DON'Ts

- Only mix with the same friend/friends all of the time
- Leave others out of your conversations and games
- Speak your own language in your boarding house  
(as others who do not understand you will feel left out and upset)
- Talk after 'grace time' ends
- Keep others awake
- Wake up others before your wake-up time

## **A Typical Boarding Weekday (Monday–Friday)**

07:00-07:10	Wake up
07:30 onwards	Breakfast
08:25	Registration in Form Rooms
08:30	Tutor Period/Assembly/Learning4Life
09:00	Lessons Begin
11:00	'Crusts' (Morning Break)
11:30	Lessons continue
12:30	Lunch for Juniors (Year 3 & 4)
13:00 onwards	Lunch for Seniors (Year 5 – 8)
13:30	Lessons continue for Juniors
14:00	Lessons continue for Seniors
15:30	Biscuit Break
15:45	Lessons continue
16:45	Prep
17:30	Day Pupils go home/Boarders 'Sign in' and Activities Begin
18:30	Supper
19:00	Boarders' Prep
19:30-19:40	Go to own Boarding Houses for Showers, Drinks, Snacks and Evening Activities
20:15 onwards	Staggered Bed Time Routine Begins
20:35	Year 3-5 Lights Out (following 'grace time')
20:45	Year 6 Lights Out (following 'grace time')
20:55	Year 7 Lights Out (following 'grace time')
21:00	Year 8 Lights Out (following 'grace time')

## The Dormitories

Main House dorms vary in size due to the character and layout of our unique grade II listed building, originally built around 1848 AD. Each of the Outhouses also vary and have individual style and character of their own.



## Personalising your bed space

The beds in the dorms are a mixture of single beds and bunkbeds.

You will need to bring your own duvet, duvet cover, pillow and pillowcase (these items can be purchased for international boarders, if they are unable to bring their own). Bring a teddy if you have one – this will instantly make you feel at home.

Decorating the wall above or next to your bed space is highly encouraged to make your bed space your own. You can bring posters, pictures and decorations such as battery powered fairy lights or photos of your family, friends and pets.



## Label all your personal belongings

We wouldn't want any of your belongings to go missing so it really helps if all your personal belongings are labelled. Belongings going missing happens more than you may imagine, but don't worry, items usually get found again, but items that are labelled can get returned to you much more quickly and easily.



## Keeping my valuables safe

Full time boarders' passports, visas, travel documents and money will be safely and securely stored in the Bursary during term time.

Flexi-boarders should not bring any belongings that are valuable into school or the boarding houses at any time. The school cannot guarantee or accept responsibility for these valuable items.



## Electronic Devices

### Can I bring in an electronic device into School or my Boarding House?

The simple answer is no. Please do not bring these devices to school. Part of the enjoyment of boarding is interacting with others!

**However, the exception to this rule is the Full Time and International Boarders.** You ARE allowed to bring in mobile phones, tablets or laptops for keeping in contact with your families.

**All electronic devices should be handed in** to Mr or Mrs Fisher upon your arrival and will be kept in a locked cupboard within Main House, (even if you are in an Outhouse). You will be allowed to use them at specific times such as break times (by pre-arranged agreement with Mr Fisher), after school and at the weekends. Just speak to Mr or Mrs Fisher to arrange access to your device.

**If the device is internet enabled, it must use the school's Wi-Fi and not 4G/5G.** You will not be allowed access to Facebook, Twitter, Instagram, Snapchat or any other social media site whilst at school, as per the school's Safeguarding and E-Safety Policies.

If there any apps on the device that are not age appropriate (suitable for your age) they will need to be deleted. You may need to show Mr Fisher/Mr Steer (Network Manager) your device to have help with this.



**If I am an international pupil, do I have to speak English all the time?**

Yes, within school and the boarding houses, you must try to speak English all the time. It will be tempting to speak in your own language with your other international friends, but you must try your best not to.

There are three main reasons for this:

1. You have come to Westbourne House School to learn to speak English better, this will be the best and quickest way to become fluent and improve your understanding of the English language.
2. Others, who do not speak your language, will feel left out and upset.
3. A reluctance to speak English will prevent you from fully integrating into the Westbourne community and school life.

## **What happens if I break the house rules?**

If you break the house rules it will be addressed in the house by your Houseparents in the first instance. You will find that you lose your privileges and if you persistently misbehave, your parents will be contacted by Mr Fisher and, as a last resort, you may no longer be allowed to board.

## **Boarders' Activities**

There are many activities that you can enjoy before and after supper. The school grounds and Sports Hall allow for a myriad of games and activities. The IT Suite is available for playing games, chatting and getting in contact with home. Friday night is often a Swimming Night. Wednesday night (Year 6-8) or Thursday night (Year 3-5) is a Tuck and Film Night for example. Other activities in the week include: basketball, art, ceramics, squash, real tennis, rock climbing, water polo and themed nights.

## **Weekends at School**

Weekends at school, like weekends at home, are an opportunity to unwind and have fun. Our weekends are planned accordingly with plenty of time to relax, be it reading a book or making use of the pool, Sports Hall or acres of parkland.

Saturdays at school can include a sports fixture in the morning or the afternoon and Saturday Enriching Activities either before or after the fixture. Your boarding activities will vary from term to term and have included drama, art, ceramics, sport, golf and fly fishing.

On Sundays, you can enjoy a slower start to the day before heading out on an outing with Houseparents. For our international boarders, Sundays are a time where we can provide, if required, additional language lessons to support your learning of English during the week.

Our boarders love visiting our local beaches such as West Wittering, walking in the South Downs, the Tree Top Challenge at Go Ape in the New Forest and a spot of crazy golf. These are just a few examples of our weekend activities.

## Keeping in touch with home

You can call home, if you wish, in the evening.

Most weekly or full-time boarders call home a couple of times in the school week and they also have plenty of opportunities at the weekends too.



These calls can be pre-arranged for parents to call your boarding house to make a routine in your week.

If you are an international boarder, you will have to consider the time difference when contacting home. You can 'face time' or call your parents during the school day to allow for this. Morning break at 11:00am is a good time to catch your parents in their early evening; for example, in China, it is about 6:00pm in the Summer months and 7:00pm in the Winter months (allowing for UK time changes). Likewise, at weekends, you will have ample device time to 'face time' or call home.

There are also many events for your parents to attend, which include sports fixtures, music concerts, school plays and weekly Chapel, if they are able to.

Flexi-boarders, who only stay for one or two nights, do not generally call home, usually because they are too busy having fun and will see their parents at home the next evening.

### Boarding House Telephone Numbers:

House	Houseparents	Telephone Number
Main House	Peter & Rachel Fisher	+ 44 (0)1243 770758
Middle Lodge	Lisa & Dan Jeram	+ 44 (0)1243 937821
Pear Tree Lodge	Clare & Kevin Smith	+ 44 (0)1243 926105
Orchard Lodge	Clare Lane & Joe Cook	CLOSED THIS TERM
Dower House	Tim & Sophie Pitman	+ 44 (0)1243 783405
Beeswing	Helen & Martin Barker	+ 44 (0)1243 697204
Shopwyke	Beth & Dan Armitage	+ 44 (0)1243 771464

If your parents need to contact you in the school day Monday to Saturday (8:15am-5:30pm), they can contact the School Office as they would normally on: [+44 \(0\)1243 782739](tel:+44201243782739) or email: [office@westbournehouse.org](mailto:office@westbournehouse.org)

## What do I do when I go to my house in the evening?

Every night you will follow the same routine although different houses might do slightly different things. More often than not, the routine would be as follows:

- First you will shower and get into your pyjamas, dressing gown and slippers.
- If you are a full-time boarder, you will need to gather your clothes ready for washing – named nets are provided for this purpose.
- Flexi-boarders will keep dirty clothing in their overnight bags in preparation for it to be taken home and washed. Clean clothing should be stored in either your bedside drawer or table.
- Get your clean clothes out ready for the next day.
- Make sure your bed and dorm is tidy.

## What happens after I have had a shower?

Once you have had a shower in the evening, you put on your pyjamas, dressing gown and slippers. You may be asked to clean your teeth at this point, or later just before bed.

Again, your houseparents will check that you have everything you need for the next day and that your dirty clothes are packed away properly or placed in the nets and laundry basket ready for collection.



Your houseparents will give you choices of things to do, from quiet reading, talk with your friends, watching TV/film or taking part in an activity or writing letters home. Your houseparents are always keen to have suggestions of things that you would like to do as they are always looking for new and interesting ways to keep you busy!

In the Summer, when the evenings are light, you will be able to enjoy your free time outside in the school grounds.

## What time do I go to bed?

These are the bedtimes (Lights Out is 5 - 10 minutes after this time) for all the boarders in school:

8:25pm - Year 5 and below

8:35pm - Year 6

8:45pm - Year 7

8:50pm - Year 8



This includes the weekends.

These bedtimes may be different from home, especially if you have just come back from holiday! However, they are set to ensure that you get a good night's sleep ready for another busy school day.

## What happens once I go to bed?

Once you have gone to the loo before bed, and had a drink of water if you wish, you need to go to your dorm and get in to bed. This should be about 10 minutes before lights out time.

You will then be allowed some 'grace time' when you can chat quietly for a short while. During this time, you should stay in bed. If you are found out of bed or if anyone makes too much noise, 'grace' will end and the dorm will then be asked to be silent and go straight to sleep.

'Grace' is a privilege and it will be taken away if you misuse it.

## Where do I get help at night?

If you wake up during the night, your first thought should be to try to get back to sleep. If you need the loo or a drink of water, try not to wake anyone else up whilst you are doing it. However, if you feel unwell or you are upset, you must do something about it.

Your first contact should be with the Matron (Miss Bishop) in the Main House or your Houseparents in an Outhouse. We are always here to help.

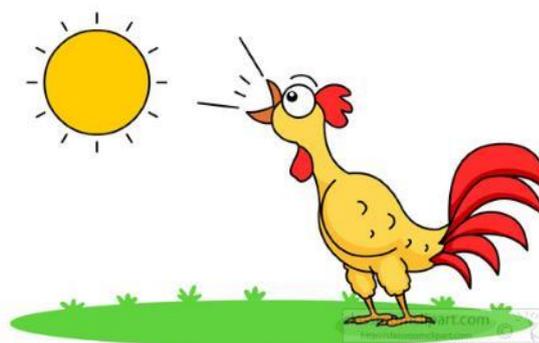
## What do I do if I am feeling unwell? Contacting Staff at night.

### How do I get hold of a Houseparent or a Matron at night if I need to?

Each boarding house has its own system for you to contact either your Houseparents or a Matron. You will be shown how to do this when you start boarding.

If you are unwell at night or if you have a significant concern, **please do not hesitate to contact your Houseparents or a Matron.**

## What happens in the morning?



You will be woken between 7:00am and 7:10am.

You need to get up, wash your hands and face, get dressed, make your bed and tidy your bed area. You can shower, too, but usually you do this the night before.

You will need to brush your hair and gather your school bag and blazer ready for the school day.

### If you board in an Outhouse:

You will need to clean your teeth before going to breakfast. Once you leave your Outhouse, you will not be able to go back to it until you go to bed in the evening.

### If you board in Main House:

You can go to the Boarders' Common Room before breakfast. You can return to Main House after breakfast to brush your teeth and Mr and Mrs Fisher or Miss Bishop will make sure you are ready for your day.

# Laundry

## How does the laundry system work?

Full-time/International boarders have their washing done in school by the Matrons. Pants and socks or tights will be washed each night and should be put in the net bags provided. Shirts are washed daily and trousers or skirts when they are needed. Pyjamas will be washed once during the week.

Home clothes can be washed too. If you have clothes that you would like to wear for the weekend, these must be given to the Matrons well before the weekend. Not a lot of washing happens over the weekend. If in doubt about what can be washed, and when, just ask a Matron - they know everything!

If you are in an Outhouse, your clean washing for the next day will be brought to you by the laundry monitors.

## When do I take my medicine?



- If you have medication to take, it is **your responsibility** to go to the Medical Centre to take it.
- In the evenings – make sure you take your medicine before it is time to go to your Outhouse.
- In the mornings – you should go up to the Medical Centre just after breakfast (after 8am).

It is worth stating that no medicines (be they prescribed, natural remedies or other) should be stored in your room at any time.

Please pass on all medication to your houseparents or to matrons on arrival at school at the beginning of your stay.

# What if I am homesick?

## Homesickness

It does happen sometimes and it often most likely strikes when you have too much spare time. You will find that during the day you are likely to be very busy with lessons and in the evenings there are lots of activities for you to get involved in. It is totally natural to miss home; some boarders settle quickly whilst others take a little longer.

### What you can do if you feel homesick:

- If you do find yourself on your own and feeling sad, chatting with others is a great way to think of other things, and helps build friendships.
- Making an effort to join in with a game that's going on.
- Talking to someone about how you feel can be a real help.



- At night time, you might want to have your favourite toy or teddy from home; so, don't forget to pack them!
- It is better not to phone home just before your bed time if you are feeling a little homesick as this can make you feel even more sad.

You can always come and speak to your houseparents or any of the boarding team as we all understand how it feels to be homesick. Your houseparents are very experienced in dealing with home sickness and will help and support you through it.

## If I am unhappy, who can I talk to?

**If you are unhappy about anything at school, one of the best things you can do is talk to someone about it.**

As a boarder, there are a number of people you can talk to:

- Your friends
- Your houseparents, a teacher, a matron or a Post Graduate
- Talk to the School Listener – Emma Pledger ([who is available on Monday & Wednesday break at 11am in the BCR or via Email: \[epledger@westbournehouse.org\]\(mailto:epledger@westbournehouse.org\)](#))
- Talk to your parents on the phone

There are also a number of listeners or organisations you can contact if you want to talk to someone outside of school:

<p><b>Childline</b> Website: <a href="http://www.childline.org.uk">www.childline.org.uk</a> Freephone: <b>0800 1111</b></p>	<p><b>Independent Schools Inspectorate</b> Website: <a href="http://www.isi.net">www.isi.net</a> Telephone: <b>0207 600 0100</b></p>
<p><b>Independent School Listeners</b> Listeners outside of school who you may contact directly about personal problems or concerns at school:</p> <p><b>Mrs Kim Phillips</b> Email: <a href="mailto:listener1@westbournehouse.org">listener1@westbournehouse.org</a> Telephone: <b>07752012931</b></p> <p><b>Mrs Ann Geffen</b> Email: <a href="mailto:listener2@westbournehouse.org">listener2@westbournehouse.org</a> Telephone: <b>01243 512706</b></p>	<p><b>The Children’s Commissioner</b> Email: <a href="mailto:help.team@childrenscommissioner.gov.uk">help.team@childrenscommissioner.gov.uk</a> Freephone: <b>0800 528 0731</b></p>

# Fire Alarms in my Boarding House

What happens when the fire alarm goes off?



The **FIRST THING** to do is to **KEEP CALM**

THEN follow this procedure:

1. **Get out of bed and put your dressing gown and slippers on.**
2. **Staff will make sure everyone in your dorm is up. You could help by checking too, but your priority is to exit your house quickly, quietly and calmly.**
3. **Check the exit of the dorm is safe before leaving your room.**
4. **WALK to the exit that you have been told to use. This may be down the main stairs or out of the fire exits.**
5. **Do not talk!**
6. **Make your way to the assembly point – you will be told where this is by your Houseparents.**
7. **You will then answer a register – this is very important.**

**If you follow this procedure, we can all get out of the building quickly and safely.**

You will do a walk-through of this procedure (a Fire Drill) during the first week of term and there will be a drill at some stage during each half term, sometimes more often.

These drills will be either late at night or early in the morning.

Every night a Fire Register will be taken to check who is in and who is out.

## **Boarding House Rules**

We don't have many rules but in order for the house to run smoothly and be a happy place, but we do need a few.

- No tuck to be brought in from home (there should be no food taken into the boarding houses and dorms at any time!).
- No mobile phones, except for international/full-time boarders (to be kept by Mr & Mrs Fisher).
- No money is allowed in school except for the international/full-time boarders (to be kept by the Bursary Team).
- No iPads, tablets or laptops unless you are an international/full-time boarder.
- No ball games in the dorms.
- There should be no make-up or jewellery brought into school.
- No aerosols to be brought in to school.

## **Advice for first time boarders**

- A problem shared is a problem halved.
- If you don't know how to do something, ask someone that you trust.
- Try to keep busy so you don't become homesick.
- If you're homesick don't be afraid to tell someone.
- It is important to get your sleep.
- Have some pictures of your family by your bed.
- Learn how to do your bedding before you start boarding!
- Have lots of fun but get lots of rest.
- It will get much easier after you have got used to the routine.
- Be helpful and kind because you will make a lot of friends.
- Look out for other people.
- Bring a teddy if you have one at home.

# Important Information for Parents and Guardians

## Arrival times after breaks and holidays

### Full Time Boarders:

- At the start of term, the boarders should return to their boarding house, at the date and time stated in the school calendar, in home clothes.
- This is between 4:30-6:00pm on the night before the first full day of term.
- **Dinner will be provided on this evening.**
- Boarders will have time to unpack and relax before going to bed at the normal time.

### **Following a Leave Out Weekend:**

- Please **DO NOT** arrive at school/the Boarding House before **8:00pm** as staff will not be available to receive your child until that time.
- Please make sure that **your child has eaten dinner before you arrive** at school. The school kitchen will not be open until breakfast on Monday morning.

### Flexi-boarders (one, two or three nights):

- Flexi-boarders who board for one or more nights can **bring their overnight bags to their changing room lockers just before the school day begins on the morning of their stay or directly to their boarding house.** There will be time to unpack in the evening of boarding.

### Weekly Boarders (During term time):

- Weekly boarders can either return on Sunday evening (from 7:00pm, but before 8:15pm) or by 8:15am on Monday morning.

# What to Pack Checklist

**Full Time and International Boarders** - A comprehensive checklist, including the School Uniform List, will have been supplied by the Admissions Manager. Spare copies of the list are available from the School Office and on the school website.

**Flexi-boarders** (Please LABEL ALL items and use a named overnight bag):

- Duvet and Pillow

*The labelled duvet and pillow can remain in school for the whole term or brought home as required.*

- Duvet cover and pillow case
- Pyjamas
- Dressing Gown and slippers
- Hairbrush or comb (hairbands/clips for longer hair)
- Toothbrush and toothpaste
- Shampoo
- Shower gel
- Roll on deodorant (no aerosols please), if required.
- Coloured towel (not white please – as these may get mixed up with the full time boarders' school towels)

*These items above can be left in the dormitory for each half term (or leave-outs, if you prefer), after which they can be brought home for washing/restocking as required.*

- Underwear and socks/tights for each day of boarding
- Shirts/blouse for each day of boarding
- Spare trousers/skirt
- Home clothes if required
- Sanitary towels if required

*These items will need to return home in the overnight bag each week following their stay, for washing at home.*

*Other items that your child may like to bring:*

- A reading book
- Teddy
- Posters/pictures and decorations for bed space

## Home Clothes and Overnight Bags

Your child may wish to bring home clothes in for their boarding evening(s).

**Home clothes and overnight bags should be placed in their changing room locker on the morning of their first boarding day each week.**

## Community Living

In a shared dorm all the children will have different needs. For those that share a dorm on a regular basis an understanding of others needs will be important. For example, the need for a night light, the need to go to the loo more frequently than others and being understanding of others' habits. The children learn to accommodate the needs of their dorm buddies and this will prepare them for boarding at senior school.

## Friends and Dorms

As a general rule we cannot promise that children will be able to share a dorm with their friend. The general premise in boarding schools is that the dorm is for sleeping and the fun with friends is had in the common rooms and the activities earlier in the evening.

Main House will, where possible, allocate children to dorms by their year group. On busier nights this may not always be possible, but the children will be allocated within one year group above or below their own. In the outhouses boarders are allocated specifically to their own year group (Year 7 or Year 8 only).

## Requests for additional one-off boarding nights during term time

We would ask that parents give a **minimum of one week's notice** to request any additional night(s) of boarding to their child's normal boarding night(s).

**All requests must be via email to Mr Fisher (Head of Boarding).** We will, of course, do everything we can to assist with an emergency boarding requests.

## Medical Matters

The school does not have a visiting GP. Parents are advised that their child should stay registered with their family GP and, should your child need to be seen by a doctor whilst boarding, the Nurse on duty will contact you directly. International Boarders will be registered with our local GP once they arrive.

### What if my child needs to bring medication to school?

The Medical Team will accept medication for your child, however they must be accompanied by a consent form. This includes BOTH **prescription and non-prescription medications**, such as vitamins for example. Vitamins are regarded as medication and must also be handed in to the Medical Team.

Consent forms are available at main reception or can be requested via [nurse@westbournehouse.org](mailto:nurse@westbournehouse.org)

Medication **must** be supplied in the original container or packet with a pharmacy label attached. However, please note, if the prescription is not in English, it cannot be administered.

The Medical Team reserve the right not to administer medication should these requirements not be fulfilled.

Medicines will be kept locked in the Medical Centre refrigerator or cupboard, as appropriate.

Boarders must remember to collect their medication when leaving for any weekends and all holiday breaks.

### What if my child uses an inhaler?

Inhalers must be brought in in the original box with the pharmacy label attached. The actual inhaler must be clearly labelled with your child's name and class. These may be kept on the child's person from Year 3 upwards if they feel competent. If not, it will be stored in the Medical Centre and will always be available.

If your child is in an Outhouse (Year 7 or 8), ideally, a spare inhaler should be provided to ensure it is available by their bedside, if required overnight.

# Westbourne House Boarding Policy Statement and Aims

## Policy Statement

The Westbourne Boarding community aims to create a safe, supportive and fun environment for the children in order for them to develop into caring, self-reliant, confident individuals.

## Aims

As a Preparatory School, one of our primary aims is to prepare children for the transition and progression to their senior school and as a number of the schools that we feed to are Boarding Schools, part of that preparation is helping the children settle into a boarding routine that will ease that transition.

Boarding at Westbourne ensures that:

- The Westbourne Way applies at all times to all children - especially our boarders;
- We nurture and develop the whole child;
- We establish and maintain an open and trusting environment wherein all children feel valued, safe and welcome. They must also feel confident that they can take any issue or concern to any member of the boarding community and know they will be treated with honesty and respect.
- We create an atmosphere of warmth, tolerance and trust in which there is no place for unpleasantness or bullying - see also the school's Anti-Bullying Policy, which applies at all times for all pupils.
- We provide the ideal conditions for children to develop their academic and intellectual potential.
- We provide a range of opportunities and activities for children to develop other skills, talents and interests.
- We, at all times, safeguard and promote the welfare of each child, in providing, as far as possible, an environment free from physical hazards and dangers.
- We provide the emotional support that children need when there are times of difficulty.
- We provide for excellent standards of physical care and personal hygiene.
- We provide accommodation which is comfortable, clean and suited to the needs of the children and which provides adequate levels of privacy.
- We provide time and a physical space when and where children can be restful, quiet and contemplative.
- We develop each child's responsibility for self, others and the boarding environment.
- We nurture within each child the seeds of leadership and a strong sense of 'team'.
- We provide an ethos which is wholly positive and which celebrates achievement, endeavour and the 'good things of life'.

At Westbourne House, we aim to help the children develop in all these ways and to give them the self-assurance to move onto their next school without concerns for their ability to live away from home.

## Policies

These are all available on the school website:

- Child Protection (Safeguarding) Policy (including Keeping Children Safe in Education)
- Anti-Bullying Policy
- Behaviour and Discipline Policy

## Contacting Us

Please do get in touch if you have any questions or suggestions.

**Head of Boarding:** Mr Peter Fisher  
[boarding@westbournehouse.org](mailto:boarding@westbournehouse.org)

### Boarding House Telephone Numbers:

House	Houseparents	Telephone Number	Email
Main House	Peter & Rachel Fisher	+ 44 (0)1243 770758	<a href="mailto:pfisher@westbournehouse.org">pfisher@westbournehouse.org</a>
Middle Lodge	Lisa & Dan Jeram	+ 44 (0)1243 937821	<a href="mailto:ljeram@westbournehouse.org">ljeram@westbournehouse.org</a>
Pear Tree Lodge	Clare & Kevin Smith	+ 44 (0)1243 926105	<a href="mailto:csmith@westbournehouse.org">csmith@westbournehouse.org</a>
Orchard Lodge	Clare Lane & Joe Cook	CLOSED THIS TERM	<a href="mailto:clane@westbournehouse.org">clane@westbournehouse.org</a>
Dower House	Tim & Sophie Pitman	+ 44 (0)1243 783405	<a href="mailto:spitman@westbournehouse.org">spitman@westbournehouse.org</a>
Beeswing	Helen & Martin Barker	+ 44 (0)1243 697204	<a href="mailto:hbarker@westbournehouse.org">hbarker@westbournehouse.org</a>
Shopwyke	Beth & Dan Armitage	+ 44 (0)1243 771464	<a href="mailto:barmitage@westbournehouse.org">barmitage@westbournehouse.org</a>

**If you need to contact your child during the school day Monday to Saturday (8:15am-5:30pm), you can contact the School Office as you would normally on:**  
Tel: [+44 \(0\)1243 782739](tel:+44(0)1243782739) or email: [office@westbournehouse.org](mailto:office@westbournehouse.org)