



KIRKHAM

GRAMMAR SCHOOL

BOARDING HOUSE
PARENTAL INFORMATION BOOKLET
MAY 2022



CONTENTS

| | |
|--|----|
| Welcome | 4 |
| What are our Aims?..... | 4 |
| Meet the House Staff..... | 5 |
| Guardianship | 6 |
| First Day and Induction | 6 |
| Induction Process for Casual Boarders | 6 |
| Contact with Home | 7 |
| Support and Guidance..... | 7 |
| Academic Curriculum..... | 7 |
| The Boarders' Council..... | 7 |
| Discipline | 7 |
| School Policy..... | 8 |
| Fire Risk Assessment | 8 |
| In the Event of Fire..... | 8 |
| Electrical Goods..... | 8 |
| Wi-Fi | 9 |
| Valuables and Money | 9 |
| Clothing and Personal Equipment..... | 9 |
| Laundry..... | 10 |
| Food and Meals | 10 |
| Activities and Sleepovers | 10 |
| Trips | 10 |
| Use of the School Minibus..... | 12 |
| Transport by Taxi / Train | 12 |
| Sixth Form Cars | 12 |
| High Risk Activities..... | 12 |
| Worship | 13 |
| Closed Exeats, Half Term and End of Term Arrangements..... | 13 |
| Complaints and Appeals Procedure | 13 |
| Contact Details..... | 13 |
| Medical Care..... | 14 |
| Non Prescriptive Medication | 14 |
| Dental Care | 15 |
| Appendix I – Sample Menus | 16 |
| Appendix II – Laundry Instructions..... | 17 |
| Appendix III – Protocol for Trips Outside School Time..... | 17 |
| Appendix IV – Overnight Consent Form | 18 |
| Appendix V – Off Site Visits and Trips..... | 19 |

WELCOME TO THE BOARDING HOUSE

On behalf of all the Boarding House staff I would like to take this opportunity to welcome you, or welcome you back, to Boarding House life at Kirkham Grammar School. I hope that you will find this fully comprehensive information pack helpful and answer many of your questions about boarding at the school. I have also enclosed several very important **consent forms**, which we are now duty bound to send out to all parents under the legislation laid down by the National Boarding Standards Commission.

These forms must be returned BEFORE the start of the school year.

We regularly conduct a marketing audit with parents, staff and pupils concerning all aspects of Boarding House life. Then, in conjunction with the results and subsequent reports from the Independent Schools Inspectorate incorporate the findings if appropriate, into our day-to-day organisation.

We will continue to update you with important information of changes as they arise and in return, we ask that you as parents, keep us up to date and well informed about anything at all that may have a bearing on your child's welfare.

Thank you.

A. E. Trenhaile

ALED TRENHAILE

House Parent (Academic)


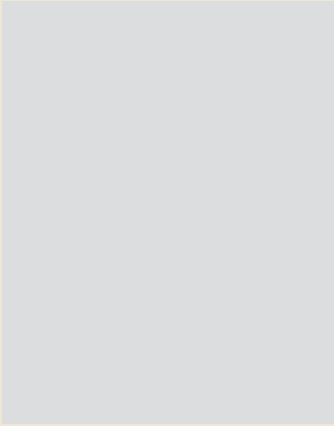


WHAT ARE OUR AIMS?

... and in what order of priority

1. To create and maintain a safe environment.
2. To create and nurture a happy, caring and homely environment.
3. To create an environment which encourages tolerance of others (regardless of gender, disability, race, religion, cultural background, linguistic background, SEN, sexual orientation, ability) and a respect for oneself and others, one which develops an awareness of citizenship.
4. To provide an environment which enhances and supports the pursuit of academic excellence for all Boarders, at a level appropriate to their abilities or needs.

MEET THE HOUSE STAFF

| | | |
|-----------------------------|---|--|
| House Parent (Academic): | Mr A E Trenhaile* | |
| House Parent (Pastoral): |  |  |
| | Mrs J Dinsley** | To be confirmed |
| House Graduates: | To be confirmed To be confirmed | |
| Sessional Staff: | Mr J R Lyon Mr G S Partington Mr M J Percy Miss G R Reddy Mrs A Sutcliffe | |
| Boarding House Staff: | Mr J Robinson Mr J Madhill | |
| Housekeeper: | Mrs A Brough | |
| Laundry Manager: | Mrs J Campbell | |
| Cleaning Staff: | Mrs A Brough Mr J Scoular Ms S Manning Mrs F J Stalker | |
| Catering Manager: | Mr I S Vevers | |
| Assistant Catering Manager: | Mrs D Lawson | |
| Emergency Cover: | Mr D H Berry** /Senior Leadership Team | |

All staff at every level are checked by the Disclosure & Barring Service in accordance with the school's policy and Government guidelines for the employment of persons whose role brings them into contact with children.

The national minimum boarding standards are also followed for the safer recruitment of staff.

* denotes resident member of staff

** denotes resident member of staff whilst on duty



GUARDIANSHIP

All Boarders whose parents do not reside in this country **must have official guardians in the UK appointed by the family BEFORE they take up residence in the Boarding House.** The name, address and telephone number of the appointed guardian must be forwarded to the Registrar **BEFORE** the start of the school year (see form enclosed). The school is unable to recommend guardians, but if required we can supply the contact details of companies who offer a guardianship service. However, the school cannot be in any way responsible for guardians appointed by such companies. **It is vital that the Boarding House holds current guardianship details at all times.** Dates of all holidays and exeat will be sent to designated guardians as a matter of course. Parents must ensure that the guardians they choose are fully informed and accept all the responsibilities that are inherent with this role. This also includes arrangements for holiday and exeat accommodation, medical issues and travel. Guardians must also be made aware that they could be involved in school disciplinary procedures if the pupil, they are guardian to, is suspended for a serious misdemeanour in school or within the Boarding House. If they are not already known to us, guardians will be asked for ID (passport or driving licence) when collecting pupils.

FIRST DAY AND INDUCTION

All new pupils and their parents will be informed by the school of what date and time to arrive at the start of the new school year. For new First Year and Sixth Form students, this is normally two days before school actually begins. For new students in the Second, Third

and Fourth Years, this is normally one day before school begins.

New Boarders are met by House staff and shown to their rooms and helped to settle in. There is always plenty of time for parents and students to meet with House staff to sort out any last minute worries or problems.

New Boarders are assigned mentors to help guide them through those early days when there seems to be an endless amount of information to take on board. The mentoring system is coordinated by the House Parents with the help of the House staff and the designated House Prefects. There are regular meetings between all those involved to ensure that the mentoring system is working effectively and that any issues or concerns of new pupils are spotted and addressed as soon as possible. Care and thought is taken over the allocation of mentors and it is our aim to place a new Boarder with an existing Boarder of the same age.

Parents are encouraged to keep in close contact with their children and the House staff, especially during the 'settling in' period and should always feel free to visit them as they wish throughout their years at Kirkham Grammar School.

INDUCTION PROCESS FOR CASUAL BOARDERS

Prior to any casual boarding the House Staff and medical team must gather any relevant information regarding the health and welfare of the incoming pupil. This will have included clear communication with parents prior to the stay. Such communication will involve all staff being

made aware of any issues that may have a bearing on the welfare of the pupil during their stay.

All casual Boarders will be met by House Staff and experienced Boarders and room mates. They will be shown to their rooms and helped to settle in.

Casual Boarders will be given all appropriate information relating to the organisation and smooth running of their stay. This will include:

- Daily routines including bedtimes, prep arrangements, meal times, etc.
- Laundry arrangements
- Medical considerations
- Security of possessions
- Fire precautions/drills

Room mates and Prefects will be asked to assist in making sure the casual Boarders are happy.

When appropriate, academic and pastoral staff will be made aware of pupils boarding on a casual basis.

CONTACT WITH HOME

All Boarders are encouraged to keep in close contact with home and family. There is a landline at their disposal with mobile phones permitted within the House guidelines. In an emergency all Boarders may use staff phones. All students have access to e-mail facilities.

SUPPORT AND GUIDANCE

Support and guidance for both personal and academic development is available at all times to complement the work carried out in the main school. From the early days through to university, we pride ourselves on 'being there' for our pupils, even after they have left. The House staff have extensive experience in dealing with young adults having to cope with issues from bereavement or family illness, to relationships. At all times we try to work in conjunction with parents and within the guidelines of the Children's Act and the government initiative Every Child Matters. Personal health and 'sex and relationships' education are provided as required either on a one to one basis or in a group situation. There are a minimum of two members of staff in residence at any given time, day or night.

ACADEMIC CURRICULUM

If at any time there is a problem with the academic aspect of your child's education and you would like us to try and resolve this or clarify a particular point, please do not hesitate to contact us. The House Parent (Academic) is in daily contact with teaching staff and form tutors and if we do not know the answer to your query, we know someone who does. Please remember that the sooner we get to hear of a problem the sooner it gets solved.

THE BOARDERS' COUNCIL

Usually once a term, or as requested by the students, the pupils have a chance as a group to fill in a questionnaire or air their views on various Boarding House issues. The meeting is extremely well chaired and organised by the Head Boy and Girl of the Boarding House and no members of Staff are entitled to attend.

All comments and requests from these meetings are passed on to the House Parents. They are then all duly considered and if possible recommendations are put into place. Financial restraints are often the only reasons for a request to be unsuccessful. This concept is viewed positively by all involved and treated with maturity and respect, throughout the age ranges.

DISCIPLINE

Smoking is strictly forbidden, as is the purchase, possession or consumption of drugs or alcohol whilst a pupil is under the school's supervision. In the case of drugs and alcohol, abuse could lead to the exclusion of a pupil at the discretion of the Headmaster.

Rules and regulations are few and can be found in the Boarders' Handbook. They are there primarily to protect the Boarders from harm and encourage respect for each other and the surroundings in which they live. The students accept these rules and in the main they are seldom broken. If broken, disciplinary measures may be used to reinforce the reasoning behind them. This may take the form of extra duties, extended prep time, confinement to the House, or losing their free time. If discipline problems persist, then parents will be informed and further sanctions such as suspension or permanent exclusion may result.

As a staff, we are very keen on 'positive reinforcement' and tend not to look simply for the bad or dwell on the negative. We believe in mutual respect and find that this proven philosophy works well in our environment.

The House Prefects, selected by the House Parents and House staff, play a leading role in helping the House staff run and organise the Boarding House efficiently and in accordance with Boarding House aims. The House Prefects have to develop strong and effective leadership and management skills as they are expected to lead a team of mixed Boarders in House duties and also, when required, be able to lead and conduct House related issue forums such as reviewing food menus. A clear set of guidelines are given to the Prefects to assist them in carrying out their responsibilities. In the main, pupils respond well to the Prefects and any problems are resolved under the guidance of the House Parents and House staff.

BOARDERS' SANCTIONS

Extended Prep

- Homework left in room/Boarding House
- No planner or planner not signed
- Lack of equipment
- Inappropriate use of ICT during prep
- Littering
- Poor behaviour in prep (persistent chat/shouting)
- Lack of respect towards Boarding prefects/sessional staff
- Inappropriate language
- Lack of effort in prep
- Audio equipment distraction
- Lateness to prep
- Eating in prep
- Inappropriate use of mobile phones

Boarder's Detention - Friday 4.00 pm – 5.00 pm

- Accumulative five extended prep sessions
- Persistent lack of homework in prep
- Persistent lack of equipment in prep
- Persistent poor behaviour in prep
- Ordering a take away without permission
- Rudeness to staff
- Foul language in the presence of staff
- Off site without permission during boarding hours
- Not signing out
- Sent out of prep
- Missed roll call
- Persistently untidy room
- Disrespectful behaviour
- Persistent lack of respect
- Dangerous behaviour
- Regularly out of bed after lights out

House Parent (Academic) Boarder's Detention - Saturday 10.00 am – 12.00 noon

- Accumulate three Boarder's detentions
- Swearing at boarding staff
- Persistent lack of respect towards other Boarders
- Persistent disruptive behaviour after lights out
- Sent out of prep

SCHOOL POLICY

The school has clear policies for; equal opportunities, safeguarding, anti-bullying, drugs, alcohol, smoking, complaints procedures and just about every aspect of school life. These are available on the school website.

FIRE RISK ASSESSMENT

A thorough Fire Risk Assessment of the Boarding House is carried out prior to the start of the Autumn Term every year. This includes a risk assessment of the following:

- All communal rooms and passageways
- All bedrooms
- All fire doors and exits
- All fire extinguishers
- All fire exit routes
- House Parents' Study
- All kitchen areas
- All laundry areas
- All medical centre areas
- All fire detection equipment
- All fire alarms
- All fire drill procedures

In addition, all pupils undertake Fire Awareness Training every year.

IN THE EVENT OF FIRE

The Boarding House is fitted throughout with a sensitive and very high standard of fire alarm. All Boarders are given detailed instructions of what to do in the event of a fire both during the day and at night. Organised fire practices take place at least once every term. All students will receive a fire safety induction in their first few days in the house.

Any misuse of the fire alarm system or of the extinguishers situated throughout the Boarding House is treated as very serious and may result in suspension from the House. We do not allow students to use kettles, portable electrical cookers or heaters not provided by the school in their rooms.

ELECTRICAL GOODS

All the electrical items brought into the Boarding House must be safe. Electrical goods bought from reputable shops all meet stringent home safety standards for fire safety and carry a warranty. These standards cover the following safety requirements:

- labelling, construction, design and manufacture
- insulation and earthing
- protection from electric shock
- adequate guards for radiant heaters
- preventing the generation of excessive heat, radiation, or toxic gases
- the need to provide instructions for safe use



Overseas students must ensure that any electrical goods brought into the Boarding House meet these requirements.

Parents and Boarders need to be aware that digital electrical goods purchased online could be counterfeit and may potentially be hazardous.

All plugs to electrical goods should carry the name and reference number of the approval body, normally BSI or ASTA. The plug will preferably be moulded to the appliance but if not it must be fused correctly.

Based on the recommendations of the Lancashire Fire Safety Officer, to ensure safety in the Boarding House, electrical goods must be turned off and plugs removed whenever a pupil leaves their room for a substantial period of time. A notice is visible in every Boarder's room reminding them to follow school procedure. Pupils are expected to take responsibility for their own electrical goods.

All electrical equipment is tested according to PAT testing requirements. It is the students' responsibility to inform the House Parents each time they bring new electrical goods into the House.

Boarders are not permitted to have any cooking equipment (for example rice cookers or kettles) in their rooms.

WI-FI

The Boarding House has its own Wi-Fi connection. Pupils will be asked to register with this system in the first few days of arrival. Mobile phones, laptops and other items

can be registered. Boarding House staff reserve the right to remove this registration if it is misused or abused.

The school has a detailed policy on the acceptable use of ICT and Wi-Fi. Related documentation must be signed prior to use of ICT/Wi-Fi in the Boarding House.

VALUABLES AND MONEY

Cash over £50 should be stored in a Boarding House account, which can be accessed through House staff. Important documents like passports or expensive items such as jewellery, etc, can be stored in a lockable facility. All extras to the basic school bill can be arranged by staff, through the Bursar's office, with parental permission. We strongly advise that all Boarders have a lockable safe box for use in their room which can be kept in their lockable cupboard.

CLOTHING AND PERSONAL EQUIPMENT

We have very few rules and regulations concerning dress and appearance. Outside of school time, Boarders may wear what they want, within reason, with the proviso that it is not offensive to others or dangerous. Boarders are encouraged to personalise their rooms and may bring stereo systems and computers as agreed with the House Parents. All electrical equipment is tested in-house annually by a qualified testing company. All such equipment is the responsibility of the owner and staff cannot be held responsible for loss or misuse. We recommend that all possessions including jewellery must be either covered on the family's home insurance or the 'pupil's personal effects insurance scheme' (information available from the Bursar's Office). The school does not

hold a policy covering Boarders' belongings. Please note that we do not have a facility for the storage of bicycles. Possessions stored in the Boarding House during the long summer vacation must be covered by a home insurance policy, as we cannot guarantee the safety of such items.

LAUNDRY

1. **Boarders are expected to bring their own bed linen.** They are required to bring 2 sheets, 2 pillow cases and 2 duvet covers. This will help pupils to personalise their bedrooms but it is recommended that the duvets and pillow cases are dark in colour. All bed linen must be clearly named. If any overseas pupils have difficulty transporting bed linen the Housekeeper would be happy to assist with the purchase of new linen when they arrive.
2. All items of clothing, bedding and towels **MUST be clearly labelled.** The Boarding House cannot be responsible for lost clothing.
3. All unclaimed clothing is displayed periodically throughout the term at roll call, when the whole House is present. If items remain unclaimed for one whole term they are sent to charity.
4. Boarders are responsible for naming new clothes purchased during the term. Laundry pens are available from the Housekeeper.
5. Be aware that due to space restrictions most items are tumble dried. Items that carry the non-tumble dry symbol are given a cool setting.
6. We strongly advise Boarders not to invest in expensive designer clothes for wearing around the Boarding House and parents should monitor the amount of clothing because of storage limitations.
7. Please do not bring any hand wash items of clothing to school as the laundry staff cannot be held responsible for spoilt items of clothing.

The staff cannot be responsible for damage caused by incorrect sorting of laundry by the Boarders, eg red items in light wash. All clothing is now washed at 30 degrees except for heavily soiled sportswear. An example of the instructions posted in each pupil's room can be found in Appendix II.

FOOD AND MEALS

Breakfast, 4.00 pm snack, an evening meal and supper are all provided in the Boarding House, Monday to Friday, with lunch being served in the school's Dining Hall. At weekends, Bank Holidays, etc, all meals are provided in the House. Menus (see Appendix I) cater for all tastes, including vegetarians, and Boarders are given the opportunity to decide on food options through the Boarders' Council. Students are expected to attend all

meals and this is monitored by the House Staff who also help in the planning of balanced choices.

We also provide limited facilities (within health and safety regulations) for Boarders to prepare basic extra meals as required. However, we do not have space or facilities to store Boarders' own personal food supplies.

ACTIVITIES AND SLEEPOVERS

Outside of school time there is an array of co-curricular based activities as outlined in the school prospectus.

Trips out to the cinema, bowling, etc, can be organised on Friday evenings as well as Saturday and Sunday (as requested). Students can also travel, with House Parents' permission, to Preston on a Saturday afternoon.

Boarders are often invited out to the homes of day pupils for sleepovers, mainly at weekends. This is very strictly regulated and at the House Parents' discretion. **Before** a pupil is allowed to go the appropriate consent forms must be filled in by the pupil's parents (see Appendices III and IV). Also official school forms designed by a legal representative on the school's Governing body must be signed by the parent taking full responsibility for the Boarder and they must also ring the House Parents. For Boarders wishing to stay overnight at the home of someone who is not already associated with the school, contact must be made by the pupil's parent **prior** to the event taking place. It is advised that early communication is made with Boarding House staff to discuss possible arrangements. An email or text message can prompt such discussions. **Our rule is that if we have any concerns at all about the arrangements then they do not go.** Boarders are actively encouraged to bring their friends into the House where they are made to feel welcome.

TRIPS

There are several options for Boarders should they wish to leave the school premises out of school hours, however, **all** of them require consent from their parent or guardian (see Appendices III & IV). For each excursion Boarders **must** gain permission from a member of the Boarding House staff and sign themselves in and out in the House signing out book. All Boarders will be issued with an emergency contact number card on the first day of boarding and must keep it on their person every time they leave the school grounds. Details of the available trips are given below.

Kirkham

All Boarders are allowed into Kirkham during weekends and weekdays, after school from 4.20 pm to return in time for the evening meal (by 5.30 pm). First to Fourth Year Pupils must go in groups of a minimum of three and stay together.



Kirkham centre is half a mile from the school gates and consists of one main high street of small shops plus Morrisons supermarket. The children have to cross minor side roads and at the start of the high street there is a crossroad junction, controlled by traffic lights and pedestrian crossings. There is a zebra crossing in the middle of the town.

Preston

On Saturdays, Boarders are allowed to visit Preston town centre by arranging their own travel arrangements but they must inform the member of staff on duty of those arrangements. Third and Fourth Year Pupils must travel in groups and older Boarders are expected to travel in pairs. On occasions, when there is a large group of Boarders travelling into Preston the House Parents will try to arrange transport. This is by school minibus or a contracted taxi firm. In these cases, Boarders are dropped off outside Preston railway station and collected at the same location at 4.30 pm. If parents are happy with this group arrangement Boarders must sign a consent form agreeing to this at the start of every school year. They are not accompanied by a member of the House staff.

If your child wishes to visit other areas or cities unaccompanied by a member of staff ie Liverpool or Manchester, we require written consent from parents/guardians on each occasion. However, the final decision regarding the visit will be at the discretion of the Boarding House staff.

Ribby Hall

Ribby Hall is a large holiday park within half a mile of the school. On site it has swimming, golf, horse riding and other sports facilities. Although this park is open to students it is very expensive. The website is: www.ribbyhall.co.uk

One major dual carriage way must be crossed followed by a footpath, out of sight of the road as it is lined with bushes. Boarders can visit this site after school and at the weekends in groups with a minimum of three, and with staff permission.

Other Trips

Other trips may occur during the year depending on demand, availability of staff and transport. Some of these trips may incur a cost to the student. The majority of parents request that the cost is added to their school account. There is a form in the Boarding House Consent Form Booklet which outlines the options available to you in the event that a trip is offered. All trips are supervised by Boarding House staff.



from the Boarding House on various trips and visits. Staff driving these buses follow strict procedures to ensure the safety of all pupils. Staff also use their own cars to transport pupils to appointments, etc. The policy that outlines the safe transport of pupils can be found in Appendix V.

TRAVEL BY TAXI OR TRAIN

Travel by taxi at the beginning or end of a term, or simply for social reasons during the term can be arranged only by House Staff. The Boarding House has an account with 'Macs Taxis of Kirkham' and fares can be added to the end of term school bill. Macs Taxis guarantee, in writing, that all their drivers have a valid clearance check. Please stipulate, on the consent form, whether you are happy to allow your child to travel unaccompanied in a taxi, or only as a member of a group.

Trains run regularly between Kirkham and Preston. Kirkham station is approximately 15 minutes walk from the school. Please stipulate on the consent form if you are happy for your child to travel unaccompanied or only in a group using this method of transport.

SIXTH FORM CARS

The Headmaster and Governors have given permission for Sixth Form Boarders to keep their cars at school, providing that they adhere to the following rules:

1. Parents must sign a consent form and thereby agree to accept full responsibility for their daughter/son's ownership of a car at school and when they are driving.
2. In the main, the car is to be used for transport to and from home. Any other proposed journeys are to be agreed with the House Parents BEFORE the trip is undertaken.
3. Drivers **must not** take other Boarders out without permission.
4. **The car must not be parked on the school grounds between 8.00 am and 6.00 pm except during weekends.**
5. The school accepts no responsibility for any damage to or security of the vehicle or its contents at any time.
6. All car keys are to be kept for safe keeping by the House Parents. It is the students' responsibility to make sure that keys are handed in at the appropriate time. This should not prove to be an aggravation to the House Parents.
7. Reports of irresponsible, reckless or dangerous driving will result in the student losing the privilege of keeping a car at school.



HIGH RISK SCHOOL BASED ACTIVITIES

Under the new guidelines issued by the National Boarding Standards Commission we are now obliged to inform parents of what the Commission identify as 'high risk activities' that their children may participate in during their time at Kirkham Grammar School. For example:

CCF (Curricular and Co-Curricular)

Students in Fourth, Fifth and Sixth Form only: Activities

range from Climbing, Assault Course, Abseiling, Canoeing, Bridge Building, Shooting and Overnight Marches. All activities are organised by fully qualified Staff. Flying with RAF section only.

Climbing Club (Co-Curricular)

Open to **all** age groups, using the school's climbing wall or other external venues. Again with fully qualified staff in charge.

Adventure Training and Activity Holidays

(Co-Curricular)

Open to **all** age groups, with details and permission slips sent directly to parents.

As parents you might think it rather odd to include this section as presumably this range of available activities was part of the reason for you choosing to send your children here in the first place. However, we have no option but to supply this information. If parental permission slips are required for any of the above activities we will forward the appropriate paper work to you, or your child's appointed guardian if you wish.

WORSHIP

Although Kirkham Grammar School is a non denominational school we have close ties with St Michael's Church in the town and with The Willows Catholic Church on Ribby Road. Boarders can attend church alone only with parental consent (see enclosed consent form). We will encourage attendance generally but it is not school's policy to enforce compulsory attendance at church unless parents specifically request this.

CLOSED EXEATS, HALF TERM AND END OF TERM ARRANGEMENTS

Travel arrangements to family, guardians and friends for closure / vacation periods should be organised by parents. Boarding House staff can offer help if requested to do so. It is important for parents to understand and accept that these arrangements are the direct responsibility of the family and that we do not have a staffing structure which allows House staff to accompany Boarders on these journeys. Parents really need to make these arrangements well in advance to prevent problems arising. All details concerning the start and end of term arrangements plus exeats can be found in the school calendar, or on the school website. We are unable to accept responsibility for Boarders outside of those times. Parents should be fully aware of specific airline and airport policies for unaccompanied minors.

Parents should also, wherever possible, plan and book return arrangements so that pupils should arrive at the Boarding House no later than 10.00 pm.

COMPLAINTS AND APPEALS PROCEDURE

Kirkham Grammar School has a clear procedure for parents to make a formal complaint. Copies of this document can be made available to parents if required. In the Boarding House we pride ourselves on the quality of our pastoral care provided for all Boarders, and we hope that complaints and concerns can be addressed and resolved informally, and as quickly as possible. I would like to assure you that parental complaints are treated very seriously and recorded with all information and details made available to the Headmaster who oversees all action taken.

If you are unhappy with the way House staff have dealt with a problem, please contact the Headmaster directly (01772 684264). If you are still not satisfied after speaking to the Headmaster, then please feel free to contact the Team Leader and the Senior Inspector at:

Independent Schools Inspectorate
CAP House
9-12 Long Lane
LONDON
EC1A 9HA
Tel: 020 7600 0100

Boarders also have a complaints procedure clearly explained in their House booklet.

CONTACT DETAILS

Postal Address:

The Boarding House
Kirkham Grammar School
Ribby Road
Kirkham
PRESTON
PR4 2BH

Telephone:

House Parents:
01772 688113 (Study)
01772 672664 (House Parent Academic)
01772 688115 (House Parent Pastoral)
01772 688114 (Surgery)
01772 684264 (Main School Reception)

Boarders' pay phone:

01772 688102

School term calendars can be provided for parents on request. All pupils are automatically issued with one on the first day of each term by their Form Tutor.

MEDICAL INFORMATION

Parents must disclose to the school in confidence any known medical condition, health problem or allergy affecting the pupil, any history of a learning difficulty on the part of the pupil or any member of his/her immediate family, or any family circumstances or court order which might affect the pupil's welfare or happiness, or any concerns about the pupil's safety.

Consent forms relating to this information are enclosed. These consent forms, will be issued annually in order for parents to provide any updates/changes.

The consent forms must be signed, completed and returned before the start of the new school year to:

The Registrar
Kirkham Grammar School
Ribby Road
Kirkham
PRESTON
PR4 2BH

Or emailed to: s.potts@kirkhamgrammar.co.uk

NON RETURN or **INCOMPLETION** of the consent forms will be registered as a **NON CONSENT**.

The school cannot be held liable if parents fail to inform the Surgery Manager of any changes in their child's health.

It is important that the Medical History Form is fully completed.

All medication brought into school must be clearly named with the child's name, and should be in its original packaging with a clear issue and expiry date and handed in to the School Surgery.

Any prescribed medication brought in from overseas will be exchanged for the licensed version in the UK. Please make sure that the name of the prescribed medicine can be clearly translated into English.

Any pre-existing medical conditions must be stated.

The vaccination record must be fully completed and updated each year.

There should be a clear indication stating the requirement for a yearly flu vaccination.

NOTE: If orthodontist treatment has already commenced (abroad) then it will not be continued on the NHS in the UK.

MEDICAL CARE

All Boarders are registered with one of the General Practitioners based at Kirkham Health Centre.

If your son or daughter should need treatment during the

school holidays they may go with their National Health Number to the family doctor as a temporary resident.

Whilst at school if your child requires Accident and Emergency assessment a member of the Boarding House staff will take him / her to either the Royal Preston Hospital or the Blackpool Victoria Hospital.

In accordance with the surgery staffs' professional obligations, medical information about pupils, regardless of their age, will remain confidential. However, in providing medical care for a pupil, it is recognised that on occasions the medical staff may liaise with parents or guardians, the Headmaster or other academic staff and House staff. That information, ideally with the pupil's prior consent will be passed on as appropriate. With all medical matters the medical staff will respect a pupil's confidence, except on the very rare occasion when, having failed to persuade a pupil or his or her authorised representative to give consent to divulgence, the medical staff consider it in the pupil's better interests, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body.

- Handbook of School Health

Confidentiality cannot be upheld when satisfying a specific statutory requirement, eg notification of a communicable disease, child protection issue.

Vaccinations are organised and administered by the PCT School Nurses, as part of a whole school programme.

It is important that House or Medical staff should be informed as soon as possible if your child has ever been exposed to the risk of Malaria or other tropical diseases.

The AXA School Scheme is available to all pupils at Kirkham Grammar School. Details on registration and payment are available from the School Bursar.

For any questions or concerns regarding the health of your child please do not hesitate to contact the Surgery – telephone 01772 688114.

NON PRESCRIPTIVE MEDICATION

During your son/daughter's stay as a Boarder at Kirkham Grammar School there may be times when he/she feels unwell and would benefit from being given non prescriptive medication, ie medicine that we can purchase from a chemist, without a visit to the doctor.

The school surgery stocks a variety of non prescriptive medication. All are administered by a member of the surgery staff according to the instructions detailed on each preparation. The administration of each dose of medicine is recorded on your child's personal prescription sheet and kept on file.



Boarders should NOT bring any non prescriptive medication to school, including herbal remedies. It is important that Boarders do not keep any form of medication in their rooms without consulting medical staff. Nor should any pupil purchase or self-administer any form of medication without first seeking medical advice from medical or House staff.

Stated below is a list of the medicines routinely stocked in the surgery – preparations may vary between manufacturers.

For cold symptoms:

Lemsip – capsules/powder for drink
Strepsils

Analgesia and anti-inflammatory:

Paracetamol – tablets/soluble tablets
Ibuprofen – tablets

Hayfever:

Clarityn

The school must stress that we will only be able to issue medication once we receive the return consent form enclosed, as specified by new legislation issued by the National Boarding Standards Commission. Boarders in the Fifth and Sixth Form may, at the discretion of the Surgery Manager, be allowed to self-administer personal medication.

Failure to notify the school of any medication requirements, medical conditions or emotional or wellbeing needs may result in the offer or the place, being withdrawn.

DENTAL CARE

Due to a change in health policy and Government funding we are no longer able to register our Boarders with a local dentist.

It is therefore extremely important that boarding pupils remain registered with their family dentist and continue to receive annual check-ups and treatment of a routine nature during holidays and periods of absence from the school.

For international pupils, there will be a charge for any dental treatment provided through the emergency dental service.

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|--|--|---|--|--|---|---|
| Breakfast Assorted Cereals Toast & Butter/ Flora, Preserves, Jam are available every day | Bacon Barmcake | Waffles & Syrup | Porridge | Sausage Barmcake | Eggs | Cereals Pain Au Chocolat Beans on Toast Toast & Preserve | Brunch Sausage Bacon Fried Eggs Hash Browns Grilled Tomato Mushrooms Baked Beans Fried Bread Toast & Preserves 2.00 pm snack |
| Lunch Gluten Free, Vegan & Healthy Eating options every day. Jacket Potatoes, Salad Deli Bar, Sandwiches, are available every day | Chicken Korma & Rice with naan bread Aubergine, Fennel, Tomato, Courgette, Basil Oil, Goats Cheese Broccoli & Sweetcorn Waffles & toffee sauce | Honey Roast Gammon, Herb Roast Potatoes Quorn Bolognaise, Tomato Sauce and Penne Pasta Cauliflower & Courgettes Sticky Toffee Pudding & Custard | Soup of the Day Beef Lasagne & Garlic Bread Lancashire Cheese & Roast Onion Quiche New Potatoes, Sweetcorn & Fine Beans Iced Lemon Drizzle Cake | Roast Peri Peri Chicken, Tomato Sauce Courgette & Pesto Penne Pasta, Cherry Tomatoes & Buffalo Mozzarella Baby Roast Potatoes, Cabbage & Broccoli Toffee & Banana Cake with Custard | Fish & Chips, Tartare Sauce Quorn Schnitzel, Beef Tomato, Brioche Bun & Tzatziki Garden & Mushy Peas Steamed Syrup Sponge & Custard | Freshly Prepared Soup & Hot Filled Panini Ice Cream | |
| | Water, milk or fruit juice will be available every day. Collation Homemade Biscuits, Cakes, Pastries or Fruit will be available every day | | | | | | |
| Evening meal | Sausages, Yorkshire Pudding & Gravy Mashed & Potatoes & Peas Or Spinach & Ricotta Tortellini | Hunters Chicken, Roast Potatoes, Green Beans Or Penne, Basil & Tomato Sauce, Focaccia | Teriyaki Stir Fried Vegetables Or Thai Red Chicken Curry, Rice Corn on the Cob | Carbonara with Penne & Fresh Parmesan Or Stonebaked Pepperoni Pizza, Potato Wedges | Lemon & Thyme Roasted Chicken, Parmentier Potatoes, Broccoli Or Roasted Mediterranean Vegetable & Quorn Chilli, Tortilla Wrap | Theme Night | Beef Cannelloni Or Spinach & Ricotta Cannelloni Or Cold Meat Platter |
| Dessert | Apple Crumble, Custard, Yoghurt | Vanilla Rice Pudding, Yoghurt, Fruit | Chocolate Fudge Cake, Yoghurt | Fruity Flap Jack, Yoghurt, Fruit | Chocolate Pots, Yoghurt | | Ice Cream |
| Supper | Yoghurt, Granola, Fruit | Homemade Cookies | Pancakes & Syrup | Blueberry Muffin | Nachos & Dips | | Homemade Cake |

LAUNDRY INSTRUCTIONS

APPENDIX II

Example of a Wednesday Wash Day

Underwear

- Put all underwear into a net bag
- Keep dark underwear in one bag
- Keep light underwear in your second bag
- Put sports socks in the net bags
- Do not overfill the bags as they will not wash properly
- **Put your net bags into the wash any time and regularly.**

Sports Wear

Put your **sports wear** into the wash as you wear it. **Sports wear** washing baskets will be available in laundry each evening to allow students to place dirty **sports wear** in the wash immediately.

Tuesday Night

Put all dirty clothes into the laundry in the correct tubs.

Wednesday Morning

Put your towel and bedding (pillow cases, duvet cover and bottom sheet) into the laundry before 9.00 am.

Wednesday Night

Collect your clean washing from the laundry.

Please take your box back.

Make your bed. House Parent (Pastoral) will assist junior Boarders with the making of beds.

Enjoy your clean washing.

BOARDING HOUSE PROTOCOL FOR TRIPS OUTSIDE OF SCHOOL TIME

APPENDIX III

1. No trips or journeys outside of school hours are to take place without the permission of the House Parents, or, in the event of their absence, the House staff.
2. All students must supply the House staff with full details of any proposed trip before permission is considered.
3. All students involved in such trips must each carry the official emergency information card at all times.
4. Students must not involve themselves in any activity that could be detrimental to their personal well-being, the safety of the group as a whole, or the reputation of the Boarding House and the good name of the school.
5. Unless special permission has been obtained prior to the trip, students below the Sixth Form must always travel in groups (a minimum of three) and stay in these groups for the duration of the trip.
6. If a problem occurs during a trip, a member of the group must contact a member of the House staff with the details as soon as possible. They must act upon advice given immediately, or as soon as possible thereafter.

I have read and fully understood all of the above information. I agree to abide fully by the regulations.

I have received a copy of the Emergency Information Card and agree to carry it at all times when I am not on the school premises.

Signed:

Date:

Print Name:

Dear

..... has indicated that during his/her/their absence from the Boarding House for the period ofinclusive, he/she/they will be in your care. Please confirm these time periods and that you fully accept this level of responsibility by completing the form below and returning it to me prior to the commencement of the absence period as stated above.

In addition, may I ask you to telephone the Boarding House to confirm the arrangements in order that permission may be granted. I trust that you agree to the passing on of your contact details to the parents of the pupils you are hosting.

Yours sincerely

A E Trenhaile

House Parent (Academic)

Telephone: 01772 688113

.....
To: Mr A E Trenhaile, House Parent (Academic), Kirkham Grammar School

I confirm that will be in my care for the period
.....and that **I am responsible** to you for his/her/their welfare during that time.

Signed:Date:

Print name:

Address:

Contact telephone numbers: (Home)

..... (Mobile)

Email address:

The following procedures must be followed:

List of pupils due to travel must be issued to the following people/areas:

- a. The staff accompanying the trip.
- b. When the party leaves, a final list (which may have been subject to late changes) is left at school with the person on duty. This confirms the actual pupils away.

A mobile phone must be taken.

A full mobile contact list should be taken on all trips away so that pupils might be contacted.

Pupils should be given the mobile number of the staff taking the trip and for contact back at the Boarding House.

Staff should be aware of any pertinent medical problems of pupils travelling. This is available through the relevant medical forms.

Supervision ratios should be limited to one staff to approximately fifteen pupils.

The pupils should be supervised at appropriate times during their visit. On occasions there might be opportunity for the pupils to visit in groups of three or four eg: shopping trips.

Pupils must be aware of the meeting place and time of departure before separations into smaller groups.

On various trips, eg those involving risk, parental consent must be obtained prior to departure.

Travel arrangements

The form of travel will be determined by the amount of pupils due to take part.

School minibuses

All drivers must hold the relevant qualifications.

Pupils must wear seat belts.

The number of pupils must not exceed the number of seats.

The good behaviour of pupils whilst on the bus is paramount.

Judgements must be taken as to whether it is advisable to drive in adverse weather conditions.

Minibuses can be hired, but all the above safety checks must be adhered to.

Additional safety instructions relating to transport:

- **Always** arrive on time and wait for the transport in a safe place
- **Always** wear your seatbelt (if provided) and remain seated

- **Always** keep well clear of doors after boarding or leaving the transport
- **Always** use the Green Cross Code when crossing roads
- **Always** tell a teacher or supervisor if you feel unwell
- Always wait for the transport to move off before crossing the road
- **Never** move towards the transport until it is stationary
- **Never** allow bags to block aisles or cause obstructions
- **Never** lean out of, or throw things out of windows
- **Never** get off a vehicle held up by traffic or traffic lights
- **Never** pass others on steps or stairs while transport is moving
- **Never** interfere with the driver's concentration or vision
- **Never** get on or off the transport unless it is stationary

The driver must not drive for too long (1.5 hours maximum either way). Current legislation relating to the number of hours that a driver can drive for (10 hours) and the length of the working day (16 hours) must not be contravened.

Private Cars

On some occasions staff may use their own car to take pupils on visits. All the above safety measures apply.

The use of cars by older pupils to take themselves to visits should be avoided. If they are to do so they must have written permission by a parent. Any pupil accompanying the driver must also have written permission by a parent.

Emergency Procedure

In case of an emergency, contact should be made to the House Parents and/or the Headmaster, Bursar or member of the Senior Leadership Team. The following advice would be given in most cases:-

Notify the emergency services immediately if necessary.

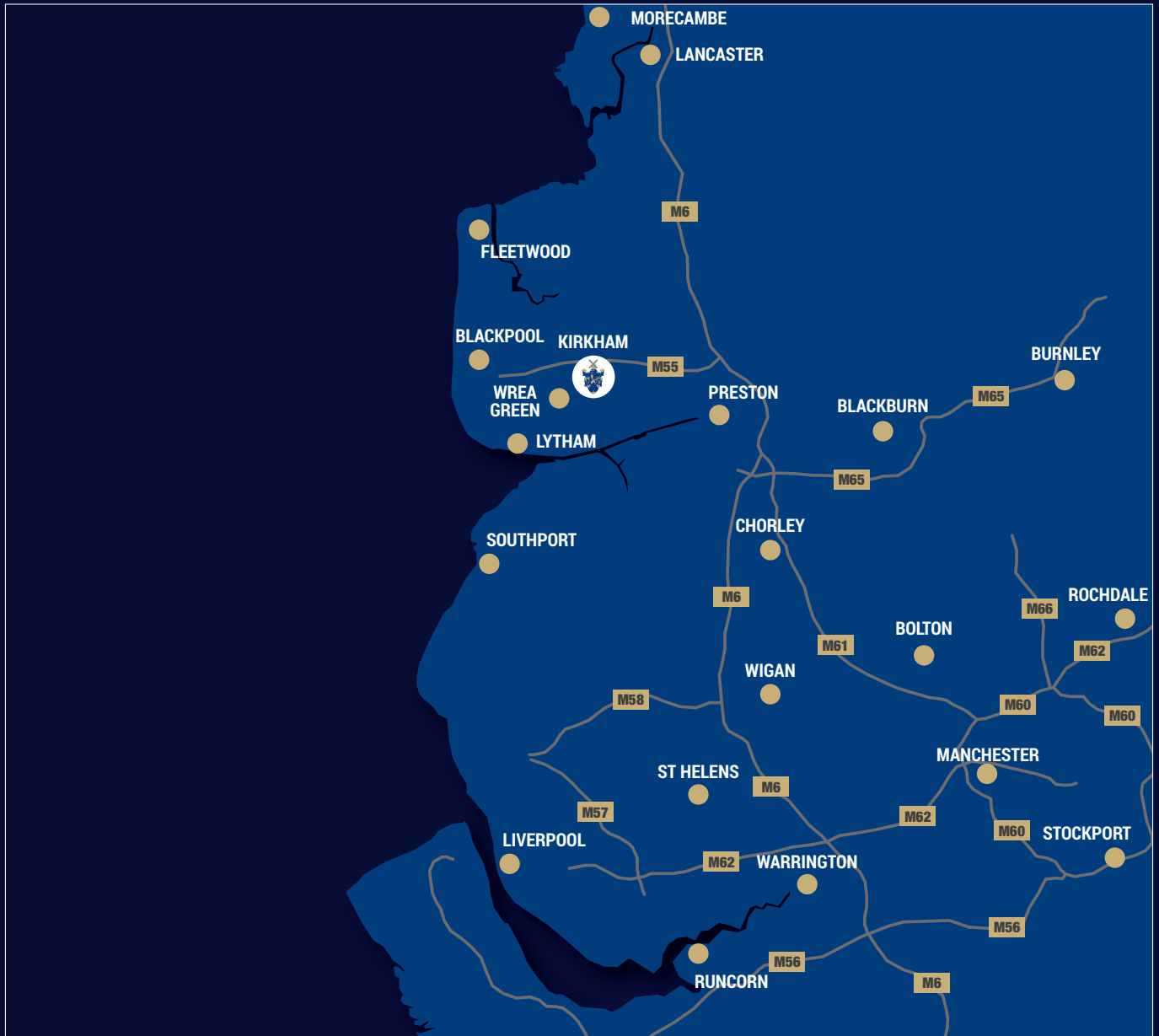
Make sure that the safety and welfare of the group remains paramount.

Establish the names of any casualties and arrange immediate appropriate medical attention.

Ensure that the school notifies parents.

Write down what happened promptly, noting witnesses and preserving vital evidence, ascertaining 'phone numbers for future contact.

Keep an account of events, times and contacts after any incident, completing relevant paperwork as soon as possible.



KIRKHAM

GRAMMAR SCHOOL

Ribby Road, Kirkham
Preston PR4 2BH

Tel: 01772 684264

Fax: 01772 672747

Boarding House: 01772 688113

info@kirkhamgrammar.co.uk

www.kirkhamgrammar.co.uk