



Eerde IBS Boarding & Pedagogical Policy Handbook

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Our Missions and Vision

At Eerde, our mission is to help students develop into successful, engaged and responsible young adults with strong global connections; in possession of life-long learning skills and friendships forged for life.

We strive to provide our young people with the opportunity to develop academically, athletically, artistically and ethically and to achieve their full potential. Through offering a nurturing environment, in which inquiry based and experiential learning, personal development and diversity are valued, we aim to develop students who have the confidence, ambition and skills they need to make a positive difference.

Our Guiding Statements - *We are.....*



Confident

We develop confidence in our abilities and ideas, in order to work towards achieving our dreams and future aspirations.

We celebrate success and we feel proud of ourselves, each other and our school



Caring

We think of others and care about others' needs. We are friendly, collaborative and build positive relationships

We take care of ourselves and value healthy lifestyles and choices



Reflective

We identify our strengths and our areas for improvement

We reflect on our actions, our behaviour and our treatment of others



Balanced

We value personal and social development, as well as academic development

We strive to achieve a healthy balance between those areas of our lives that we value and those we need to develop



Critical

We examine evidence and use reason to arrive at conclusions.

We question assumptions, traditions, and conventional wisdom

We challenge and innovate, always striving to be independent thinkers



Responsible

We are ambassadors for our family, our friends, our school and our community

We consider our impact on the planet and society and strive to be responsible global citizens



Cooperative

We value our community and strive to work together to help each other fulfil our potential as a school and as individuals

We understand that our community extends beyond the walls of our school to the local community and wider world



Diverse

We seek to understand each other, recognising our similarities and celebrating our differences

We recognise that different values, traditions and customs can all be right, striving for a culture of mutual respect and tolerance


■ EERDE
■ INTERNATIONAL
■ BOARDING SCHOOL
■ NETHERLANDS








Mission, Vision and Values - Map

How do we help our young people develop in line with our values....


 <p>Confident We develop confidence in our abilities and ideas, in order to work towards achieving our dreams and future aspirations. We celebrate success and we feel proud of ourselves, each other and our school</p>	In Boarding
	<p>We develop confidence in our ability to operate independently. We learn skills which will equip us in the future such as how to manage our time, how to keep our room and belongings clean and tidy, how to cook and clean and do our washing. We also try new things and visit new places - expanding our world view and giving us the confidence to step out of our comfort zone.</p>
	<p>In other school activities etc</p> <p>We develop confidence in ourselves through friendships and close connections. We develop our interests and talents outside of the classroom in ASAs and school events and activities. We share our successes with each other, our parents and our community through newsletters and displays of our work.</p>


In Boarding	 <p>Reflective We identify our strengths and our areas for improvement We reflect on our actions, our behaviour and our treatment of others</p>
<p>In boarding, we consider how our own behaviour impacts on our own wellbeing and that of others. We consider how we might make changes to the way we do things in order to benefit positively. We learn from our mistakes and understand how to improve. We might look at the way we manage our time, how we are treating communal areas, how we keep our own room or how we take care of our own health. We talk to our friends and boarding parents when we need help.</p>	
<p>In other school activities etc</p> <p>We observe the Eerde Code of Honour We help contribute the school community through the SRC and school events We support charities and good causes</p>	


 <p>Critical We examine evidence and use reason to arrive at conclusions. We question assumptions, traditions, and conventional wisdom We challenge and innovate, always striving to be independent thinkers</p>	In Boarding
	<p>We are active in the development of boarding. We share our opinions and create space for improvements. We make suggestions for what we want to eat, activities we want to do and changes we want to make to the space.</p>
	<p>In other school activities etc</p> <p>We engage in experiences where we are able to share our views such as the SRC, Model UN and organising school events and activities.</p>


In Boarding	 <p>Cooperative We value our community and strive to work together to help each other fulfil our potential as a school and as individuals We understand that our community extends beyond the walls of our school to the local community and wider world</p>
<p>We work together to achieve a happy home environment. We seek to support those of us who are feeling low or homesick. We create opportunities to share and be happy together. We explore the Netherlands and seek to understand our local community. We join in school activities as well as creating opportunities to bond in boarding through our own programme of activities and events. We engage in boarding duties such as washing up after meals or cooking for one another.</p>	
<p>In other school activities etc</p> <p>We work together to achieve success in school events and activities. We engage in sports and team games. We contribute to the school by helping in the lunch hall and to support other students and staff.</p>	



 <p>Caring We think of others and care about others' needs. We are friendly, collaborative and build positive relationships. We take care of ourselves and value healthy lifestyles and choices.</p>	In Boarding
	In boarding we look to care for ourselves and our home environment. We take care of our space, our room and communal areas. We make the space homely for everyone. We learn to think about what we are eating, how we take care of our personal hygiene and health. We care for one another, as we are all living away from home and need the support offered by a strong boarding community.
	In other school activities etc
	We learn to take care of ourselves, our health and our safety through the Tutor Programme. We look out for one another. We follow the Eerde Code of Honour.

In Boarding	 <p>Balanced We value personal and social development, as well as academic development. We strive to achieve a healthy balance between those areas of our lives that we value and those we need to develop.</p>
We are helped to develop the right balance between our school work and our home life. We ensure that we get our homework done and engage with our studies, but we also make sure we have time to rest and to engage in activities which interest us.	
In other school activities etc	
We engage in ASAs and develop our talents and interests. We play sports and engage in school activities and events. We take time to focus holistically through the Week Without Walls and Wellness Week.	

 <p>Responsible We are ambassadors for our family, our friends, our school and our community. We consider our impact on the planet and society and strive to be responsible global citizens.</p>	In Boarding
	In boarding we take responsibility for our own money, our time and our environment and possessions. We know when to ask for help and engage with our boarding mentor. We look to improve our impact on the environment through recycling and not wasting food, turning lights off when we are not in rooms and trying not to waste water.
	In other school activities etc
	We support initiatives such as the Save the Children Plumpy Nut project and World Clean Up Day. We look after our surroundings and enjoy the beauty of where we are.

In Boarding	 <p>Diverse We seek to understand each other, recognising our similarities and celebrating our differences. We recognise that different values, traditions and customs can all be right, striving for a culture of mutual respect and tolerance.</p>
We share our home with students from all over the world, giving us the opportunity to learn and develop together. We share our culture together, such as sharing national foods, festivals or traditions.	
In other school activities etc	
We enjoy opportunities to learn from one another, such as International Week and international celebrations and festivals. We benefit from the multicultural environment.	

Boarding at Eerde IBS

Eerde IBS offers both full and flexible boarding for students from age 12 to 19. Students, on the whole, share twin rooms, though single rooms are available. We have 2 boarding houses, designated into self contained sections for males and females. On the whole we try to place boarders in rooms with another student of a similar age, though friendship groups and personal circumstances are also taken into account. Each boarding house is equipped with a kitchen, for use by students and a common room.

Eerde IBS intends for boarding to offer students a home away from home. Boarding Parents are a key element in providing the care and nurturing required to enable students to feel safe, respected and supported, allowing them to thrive in a boarding environment.



This handbook outlines the duties and responsibilities of Eerde Boarding Parents. It should be read in conjunction with Eerde's policies and general Staff Handbook and Safeguarding Code of Conduct.

Boarding Principles

- *To safeguard and promote the welfare of each boarder by trying to meet his/her intellectual, emotional, social and physical needs.*
- *To provide an environment in which all students feel valued and where equality of opportunity exists.*
- *To provide a boarding experience that will be complementary to the home experience and wherever possible to nurture a warm, caring, family environment.*
- *To promote an atmosphere of tolerance, trust and mutual respect.*
- *To provide opportunities for responsibility and leadership.*
- *To provide a standard of accommodation that is comfortable and suited to the needs of boarders, according to age and maturity, and which provides adequate levels of privacy.*
- *To establish and maintain supportive links with parents and guardians.*
- *To encourage boarders to achieve a healthy lifestyle.*

Student Welfare and Pastoral Care

Ensuring Student Wellbeing & Development

A key role of Boarding provision is that it acts as a home away from home. Therefore, it is imperative that structures are in place to promote boarders' wellbeing and encourage social and emotional development. Boarders who are not living at home with their family support network around them will look to boarding to provide the framework for personal development, growth and stability that a family environment would usually provide.

Boarding Mentors

Each Boarding Parent is allocated a number of boarding students for whom they will act as mentor. Boarding parents meet with their mentees at least once per term on a formal basis to discuss their progress and how they are getting on.

Mentors are also responsible for more informal day to day checking with students and act as a point of contact for school staff and parents.

- Offering guidance and support to enable students to broaden their perspective and open their minds, enhance their wellbeing.
- Support their personal development needs and offer practical tips, suggestions or ideas enabling them to reach their full potential.
- Stimulating empowerment to enable a student to deal with future adult tasks (own administration, health insurance issues, enrolment procedures at universities, organisation skills, travel arrangements, etc.)

Contact with Parents & Guardians

It is very important to maintain a good level of contact with students' parents. Any issues that students are facing should be approached in a joint effort between boarding, school and parents whenever possible. Key areas which should be communicated include:



- Medical/ health issues or concerns
- Mental health issues or concerns
- Concerns about safeguarding (where appropriate to do so)
- Behaviour and/or bullying issues
- Poor engagement at school
- Poor engagement with boarding life
- Family issues or problems affecting school life
- Practical matters such as:
 - holiday arrangements
 - travel plans
 - equipment or clothing requirements
- Achievements and successes
- Anything of note or concern

Parents are contacted on, at least, a termly basis to discuss the educational, emotional and social development of their children. This is done through regular Parent Teacher Meetings (which include contact with Boarding Mentors and Tutors), through termly reports which are sent home to parents and through ad-hoc communication as and when required.

We will communicate with parents through:

- **School Reports** - every term parents will receive a report detailing their child's academic progress
- **Parent Teacher Meetings** - every term parents will be invited to meet with their child's teachers and Boarding staff - this may be in person or virtually
- **Managebac** - we will put information here about homework, the timetable and behaviour issues. parents can also check their child's attendance and punctuality
- **Parent Newsletter** - every 2 weeks we will send parents an email with a newsletter detailing key information about the school and updates on school events and activities
- **Newsflashes** - from time to time we will send newsflashes out with key information such as school closures, changes to the schedule or important information
- **Phone calls** - if there is a specific need to contact parents we may call them. Please ensure we always have up to date phone numbers for parents and emergency contacts
- **Emails** - we may also email parents regarding their child. Again, it is important that we always have an up to date email for parents

Safeguarding and Child Protection

Eerde has in place Safeguarding and Child Protection Policies and procedures which should be followed at all times. Staff in boarding are in a position whereby they may be more likely to pick up on concerns or issues with students, as they see them in a more informal and personal setting. They also adopt a level of close responsibility for students, which may mean they are the people students will go to with their problems or concerns. Staff should note that they can never ensure confidentiality for students and must make sure all concerns are reported.

Staff should refer any concerns to the Committee for Student Support and Safeguarding (CSS) or via one of the other channels identified in the ***Eerde Safeguarding and Child Protection Policy***.

E-Safety

Eerde has in place an ***E-Safety Policy*** to ensure that student welfare is safeguarded online as well as in person. The school has in place filtering and monitoring systems which aim to prevent students from accessing inappropriate materials online through the school's wifi network, however students may access inappropriate content through their own devices on their 3/4/5G network. Therefore Eerde aims to also offer preventative education in school.



Boarding staff should pay particular attention to students' use of the online services, being aware of any issues which arise. Open conversations should be commonplace about reasonable and responsible use of devices and online services. Boarding parents should contact the CSS if they suspect students are at risk, accessing inappropriate materials or have an unhealthy relationship with their electronic devices - such as anti-social behaviour or staying up late using devices.

Boarding Parents may opt to confiscate electronic items overnight or during activities in support or more reasonable and responsible use.

Bullying

Bullying of any kind is not acceptable at Eerde IBS. An **Anti-Bullying Policy** is in place which outlines how Eerde tackles bullying. It is also made clear in the Eerde Code of Honour, which all students are required to sign at induction. All incidents of bullying or suspected bullying, both in person and online, should be reported to the CSS and dealt with in line with the **Eerde Behaviour and Conduct Policy**.

Student Behaviour

Eerde has in place a **Behaviour and Conduct Policy** which outlines behaviour expectations for students and the consequences of misbehaviour.

Eerde aims to resolve poor behaviour choices through restorative measures where possible. Close connection with school is imperative when looking at student behaviour, however it is recognised that Boarding is a student's home environment and as such many consequences for poor behaviour are handled differently to school. A full list of responses to poor behaviour can be found in the **Eerde Behaviour & Conduct Policy_Restorative Behaviour Matrix v1.1**

In all cases staff should consider whether there are welfare issues at the route of any poor behaviour. The CSS should be consulted where there are concerns about students behaviour or welfare.

Student Induction

New students to Boarding should receive a thorough induction to ensure that they may integrate quickly and are aware of all safety and day-to-day processes.

Please see **Eerde IBS Boarding Student Induction Checklist** for a list of what should be covered.

It is important that students are helped to integrate into the boarding "family" as quickly as possible so allocating students with a "buddy" and engaging them in activities on their first day is crucial.

Activities, Enrichment and Personal Development

Children require more than just an academic education in order to thrive. In Boarding, we aim to provide the space and encouragement to ensure our students can develop their own personalities and pursuits.

Please see **Eerde IBS Personal Development, Extra-Curricular and Enrichment Policy** for more information on how this is achieved at a school-wide level.



Student Voice

We value student voice as a unique insight into how we can create a safe, caring and learning environment. Students have a number of ways they can participate in this and below are some examples of this.

Student Voice Committees

There are a number of committees for students to join. Membership is on a voluntary basis and all students who wish to be involved are allowed to contribute. Whilst these evolve on an annual basis the current committees include;

- Entertainment and Activities,
- Food,
- Safeguarding,
- Behaviour.

Student Leadership

There are currently 4 positions of student leadership at Eerde IBS called the 'Heads of House.' These student leadership positions form the Boarding Leadership Team and meet with the Boarding Team every 2 - 3 weeks. Their roles include the following aspects;

- lead Boarding Meetings,
- take individual leadership projects to improve the boarding facility,
- support Boarding staff on duty in any way they can,
- to ensure and advocate student voice on any necessary issues in boarding,
- to support and create a harmonious boarding environment.

In order to become a Head of House students must first apply by email and then attend an Interview with Boarding Parents.

Boarding Meetings

Boarding meetings occur once every week on a Monday evening. All boarding students must attend, as will the staff on shift. These meetings are a conduit for open communication and feedback as well as being an opportunity for students to voice their views about life in boarding. Students may add to the agenda should they wish to discuss a topic.

Wellbeing Survey

Every year the students are sent an anonymous survey into their feelings of wellbeing and safety both in boarding and school. The results of this survey are then analysed by the CSS and feed into the wider school development plans.

After School Activities

We have a program of extracurricular activities every afternoon from 15:05-17:00 on Monday to Friday. These extracurricular activities are offered by teachers, by boarding staff or by external experts. The activities are hugely diverse but fit within one or more of the categories Creativity, Activity and Service. Day students are expected to participate in at least one activity per week; Boarding students in at least two activities per week.



Study Block

Students will study, complete their homework, preparation and assignments each evening during Study Block. Our study hours sessions are compulsory. Boarding students grade 6 through 11 will attend supervised study in the school building, grade 12 (IB2) students can study in their rooms. Quiet is to be maintained. There is to be no movement from place to place during the evening study hours. Parents/guardians should note that students may not receive telephone calls during evening study hours. The Study block times are **Monday to Thursday** - 18:15 to 19:45.

Weekend Activities

The weekend runs between 14.05 on a Friday and evening on a Sunday. During the weekend Boarding Students should be offered a wide range of activities to engage in. A range of activities may be offered, such as:

- Cinema trips
- Shopping in local towns
- Museum trips
- Trips to landmarks or places of interest
- Trips to Dutch cities and towns
- Hiking
- Cycling
- Kayaking
- Swimming
- Go karting
- Music concerts or festivals
- Seasonal activities

Onsite activities should also be planned, such as board games, cooking/baking, arts and crafts, film watching, sporting events etc.

It is important that Boarding Students get involved with the decision making and planning of weekend activities. Some activities may be planned in advance, but some can be organized on an ad hoc basis when requested.

Risk assessment forms should be in place for trips which take place and should always be staffed appropriately - so as to ensure enough staff are in Boarding and also on the activity. Extra staff may be requested when necessary.

Personal Development in Boarding

The school runs a tutor programme for all students, which covers the themes of:

Health and wellbeing

- Identity
- Relationships
- Health

Society and the wider world

- Risk
- Equality
- Responsibility



Planning and preparing for the future

- Change
- Power
- Future

However, it is also important that boarders are able to develop skills which might ordinarily be learned at home. Therefore, Boarding Parents offer guidance to boarders in areas such as:

- Healthy eating
- Cooking/ baking
- Food hygiene
- How to do laundry
- Managing a budget
- Cleaning and good housekeeping
- Personal hygiene
- Social skills
- Cultural integration

Inter-Cultural Citizenship

The majority of our Boarders are international students. Therefore, we aim to encourage a wide and varied understanding of different nationalities and cultures. This is achieved through various school initiatives such as celebrating national festivals and holidays, holding international themed weeks, international lunches and exploring a range of cultural perspectives through the curriculum.

We also encourage students to integrate with Dutch culture through a variety of activities such as:

- Learning Dutch at school
- Eating Dutch food
- Celebrating Dutch national days and festivals
- Exploring the local and national environment - day trips, excursions etc
- Visiting Dutch museums, galleries and places of interest
- Understanding Dutch national institutions and practices - such as following elections, understanding local news, meeting the local Mayor etc
- Understanding the history of the country and local area through engaging with things such as Memorial Day or visiting local historic sites
- Registering with local services and organisations - such as medical services, recreational services, sporting etc
- Engaging with local organisations, charities or initiatives - such as supporting Dutch charities, sending Valentine cards to local senior citizens, the Heart2Heart campaign, sporting events against other Dutch schools etc

Health and Safety

Medical Matters

Parents are required to complete a medical form as part of the admissions process. Details of any medical issues, illnesses, allergies, medications etc are stored on ISAMS and should be communicated to the Boarding Team.



Students who have a medical condition should be the subject of an Individual Healthcare Plan, which outlines the condition, treatment and what to do in an emergency. A copy of this document should be kept in the Boarding House at all times.

Please see **Eerde IBS Sickness and Medicines Policy** for more information.

Medication

Prescription Medication

Students who require prescription medication must inform the school and Boarding Parents. This should be done at admission or as soon as the medication is prescribed. Boarding Parents should then either agree to allow the student to self-administer or should take charge of the administration themselves. See **Protocol for administration of prescribed medications**. Where the school takes control of the medication it must ensure it is stored in a locked cabinet or medicines fridge and records of administration are kept. All medications must be labelled in Dutch or English and be legal to use in the Netherlands.

Where students are permitted to self-administer medication, they should be sufficiently risk assessed by a member of staff to ascertain whether they are responsible enough to do so and are safely able to carry and store the medication. Where the medication is particularly strong or may cause a danger to other students, the Boarding Team should insist it is kept and administered by them.

Forms to log the taking and administration of medications can be found in the appendices to **Eerde IBS Sickness and Medicines Policy**.

Over the Counter Medication

Certain, over the counter, low-risk medications are available from the Boarding Team. These should be kept and administered in line with **Protocol for administration of non-prescription medications**.

Students should not be keeping supplies of non-prescription medication in their rooms. Any medication they do hold should be notified to the Boarding Team and checked to ensure they are safe enough to do so - such as vitamins and supplements.

Some students will bring with them supplies of medication they are used to from their own country. Some medications are not permitted in the Netherlands and it may be unclear what they are for and what they contain. In these cases the medication should be taken to a pharmacy or GP and checked. All medications should be labelled in Dutch or English so they are clearly identifiable.

Illness

Students who feel unwell are asked to tell a Boarding Parent by 7.30am, the Boarding Parent will then decide whether they require medical assistance such as a trip to the GP or medication, will agree with them whether to stay in their room or attend school etc.

Students who are suffering from extremely contagious or highly communicable diseases should be put into a single room and kept in isolation from other students, to limit the risk of infecting others.

Examples of infectious conditions are as follows:

Mild infectious illness – OK to attend school, but inform school	Severe/ highly infectious illness – remain at home or boarding	
Athletes Foot	Chicken Pox	Meningitis
Cold Sores	Coronavirus	Mumps
Common Cold	Diarrhoea and Vomiting	Rotavirus



Conjunctivitis	Glandular Fever	Rubella
Head Lice	Hand Foot and Mouth Disease	Scabies
	Impetigo	Scarlet Fever
	Influenza	Whooping Cough
	Measles	Threadworm
	Ringworm	

Students who are staying in their own room or isolating due to illness should be checked on regularly by a member of staff and should always have with them a means of contacting a member of staff in an emergency.

All students should be registered with a local GP within their first few weeks of enrolling as Boarders. Arrangements are in place to allow for students to be taken to the GP or any other medical services required by a member of school staff. Where possible a staff member should accompany students in their medical appointment, but if a student would prefer to attend alone, they are permitted to.

Students who require it should also register with local services for dental, optromical or other healthcare services as required. Students have access to mental health services through HK Zorg, based in Ommen.

See also **Protocol ill students** and **Eerde IBS Sickness and Medications Policy**

First Aid

Boarding Parents all receive annual BHV training in order to act as first responders in emergency situations. All school buildings are equipped with first aid kits and there is a defibrillator station on the outside wall of the boarding house on the school side.

In an emergency the Emergency Services should always be summoned immediately on 112.

See also **Eerde IBS First Aid Policy**

Fire Safety

In the event of a fire the fire alarm should be sounded immediately. The local Fire Service should be contacted by calling 112.

The School Building and Castle are on one alarm system and the Boarding Houses are on another. In the event that any alarm sounds - all students should proceed to the correct muster point. During School hours this is the playing field at the front of the school building. After school hours, during Boarding time, they should proceed to the car park beyond the school gates. Once all students are assembled a roll call should be conducted.

Practice fire drills should be held on a termly basis and at varying times.

See also **Eerde IBS Fire Safety Policy**

Emergency Situations

All other emergency situations are covered by the **Eerde IBS Emergency Plan**. Boarding Parents should read this guidance and always have a copy available in the Boarding Office.



The key things to remember in any emergency are to stay calm and to stay safe. The likelihood is that your options will be to get the students out of the building as quickly as possible, get and keep the students inside the building as quickly as possible. After that the main priority is always to account for everyone and to remain safe until the emergency has passed.

In any emergency situation the school Management Team should be contacted so they may offer support.

Electrical Safety

We allow the following standard electronic devices: hairdryer, electric razor, game computer, computer monitor and one small refrigerator (max. 45 litre) per room, provided they are CE marked. Data transmitters, water kettles, fans or extension cords are not permitted, students can borrow these from the school.

The Site Manager will arrange for periodic checking of electronic devices by a trained electrician to ensure that they are safe to have onsite. This is ordinarily conducted at the start of each school year.

Drugs, Alcohol and Other Substances

Students are not permitted to possess or consume any alcohol, tobacco products, cannabis products, illegal substances or substances which are purposefully used to get high, such as, so called “legal highs”, whilst in the care of the School and/or Boarding.

Eerde has in place a **Behaviour and Conduct Policy** which outlines the sanctions in place for use of prohibited substances.

Eerde may choose to confirm suspicion of substance use in rare cases. If this route of action is taken tests may include: breath analyser, urine test, hair sample test. We also reserve the right to conduct room searches and search lockers and belongings if it is suspected that dangerous items or substances are in a student's possession.

Searching, Screening and Confiscation

When it is suspected that a student has prohibited items in their possession it may be necessary to conduct a search of that student or of their Boarding room.

Guidelines on how this should be conducted can be found in **Eerde Behaviour & Conduct Policy_Searching, Screening and Confiscation**.

Staff who do not feel comfortable being involved in the searching of a student should always contact the School Director or Pastoral and Boarding Manager who will take management of the situation.

The Police in the Netherlands are not permitted to search a bedroom without a court ordered warrant. Therefore it is always preferable that searches are conducted by a member of staff with the student present - as outlined in our School and Boarding Handbook and Code of Honour.

Romantic Relationships

It is inevitable that some students will enter into romantic relationships during their time at Eerde IBS. The key role of the school, when it comes to any romantic relationships, is to ensure that they are healthy, respectful and appropriate. If boarding students become involved, it is essential that Boarding Parents are aware of them and open with students about what is and is not acceptable.



Students are not permitted to visit one another's bedrooms or have sleepovers with those of the opposite sex. If it appears that a same-sex relationship is taking place, these rules must also apply and re-rooming may be necessary to ensure that couples are not sharing a room.

We must be aware that relationships between two young people who are also living together can pose an additional level of strain and also reliance on one another - this pressure can sometimes cause relationships to become more intense than may be appropriate for their age. Therefore it is essential that Boarding Parents encourage those in relationships to maintain healthy friendships with others and maintain a good level of independence and individuality.

CCTV

CCTV is in operation in the school, but this only covers communal areas. CCTV and/or videos and photos should never be taken in any areas where students require privacy such as bedrooms, bathrooms, toilets or changing areas.

CCTV is in place to provide an additional level of security provision and may be reviewed after the taking place of a crime or serious incident. The School Director, Principal, Pastoral and Boarding Manager, Site Manager and IT Manager are permitted to review CCTV footage if it is required.

Staffing and Supervision

Staffing is scheduled to ensure that cover is available for both boarding houses at all times.

Shift	Time	Boarding Staff on Duty	Student to Staff Ratio Required
Morning	07.30 - 09.30	2 Boarding Parents 2 Boarding Staff (can be a mixture of boarding and school staff)	Below 8 students requires 1 Boarding Parent.
Day	09.30 - 17.00	1 Boarding Staff, School Office and Teachers	Above 8 students requires 2 Boarding Parents.
Afternoon	14.00 - 23.00	3 Boarding Parents (start times at 14, 15 and 17 hrs)	Peak hours (dinner/evening) require 3 Boarding Parents.
Overnight	23.00 - 07.30	2 Boarding Parents - one in each house	Current FTE ratio: 9.6 (Students per Boarding Parent), excluding Management, School Office and Teachers)
Weekends (including mornings)	Friday 13.30 - Saturday - 17.00 Saturday - 16.00 - Sunday 17.00 Sunday 16.00 - Monday 09.30	2 Boarding Parents	290 contracted hours per week

Additional staff are used to cover Study Block and some evening activities - these may be teaching or ancillary staff. At all times in cases of emergency, members of the Management team are on call. Their numbers can be found in the key contacts section.



Student Checking

Boarding Parents register the presence of all students periodically throughout the day to ensure they are all accounted for, at:

- Breakfast/ Brunch
- Dinner
- Bedtime

Single-sex sleeping policy

Single-sex sections are arranged by allocating lockable sections in each boarding house to one sex. Mixed visits are possible in the common rooms only and with boarding parents' permission during the following times:

- Monday - Thursday: 20:00 - 21:30 hrs.
- Friday: 19:00 - 22:00 hrs.
- Saturday: 13:00 - 16:00 hrs. and 19:00 - 22:00 hrs.
- Sunday: 13:00 - 16:00 hrs. and 19:00 - 21:30 hrs.

NOTE: Receiving students of the opposite sex in one's own boarding room is not permitted, unless the bedroom door is left open.

Students Leaving Campus

Parental permissions are requested during the admissions process. This covers details of what each student is permitted to do while in boarding, including:

- Destinations they are permitted to visit - locally/ nationally
- Whether they are permitted to attend sleepovers or trips to other students' houses
- Whether there are any family members or friends they have permission to visit or stay with
- safety/ ability constraints specific to individual students

All information about what boarders are permitted to do is kept via Orah, our Boarding management system. Each student must request permission via Orah before leaving campus and Boarding Parents will ensure that the activity is permitted, travel arrangements are accounted for and safe and the student has what they need with them for the activity.

Every Tuesday, Boarding Parents speak to each student to discuss their weekend plans and begin to make arrangements. This is noted down in a planning form.

Students must report to a Boarding Parent before leaving campus and again on their return - this is noted by Boarding Parents in the Day Report where necessary (i.e. when a shift change is due to take place). Boarding Parents are responsible for ensuring that students have returned.

For any trips, visits or excursions which do not come under the parental permission forms already in place on Orah, students must request permission from Boarding Parents. Boarding Parents then request permission from parents and ensure all arrangements are in place and accounted for.

Before students leave site Boarding Parents will ensure the following has been discussed (where applicable):

- Travel plans - tickets, times etc
- Safety plans - mobile phone has battery, who they are going with, how to stay safe, what to do in emergency
- Departure time



- Return time

Holidays

Planning

Parents are asked to fill out a holiday planning form ahead of any school holiday. The Boarding Team compiles an overview of which students are doing what and checks that adequate arrangements are in place.

Holiday Arrangements - start and end of term

Students must arrive at boarding the day before classes start after a school break. Student arrivals times should be scheduled between 12:00 (noon) and 21:00 hrs.

In advance of the school term ending and the school holidays beginning, information will be sent to parents detailing the earliest possible departure time for their child after school has finished. On the following day we ask that all students leave campus by 12:00 hrs. (noon) as the school is unable to provide supervision after this.

Curfews and Bedtimes

Curfew

Students are all required to be back on campus before 21.00. On some occasions students may be permitted to stay out later than this, for example if they are out for dinner with their parents. In these cases Boarding Parents must give permission in advance.

Bedtime

After bedtime boarding students are expected to stay in their rooms, to switch off their mobile devices and not listen to music. Bedtimes for boarding students may vary according to age:

- Age 13 = 21:00 hrs.
- Age 14 = 21:30 hrs.
- Age 15 = 22:00 hrs.
- Age 16 and over = 22:30 hrs.

On Friday and Saturday bedtimes start one hour later.

Students must be in the house at least 30 minutes prior to the official bedtime in order to be in bed at the specified times.

Students Going Missing

In the event of a student going missing from school or from a school sponsored activity, the following procedure should be followed:

- Contact the office to check if they know the whereabouts of the student
- Ask the student's friends and/or classmates if they know of their whereabouts
- Attempt to contact the student via telephone, text message, whatsapp, email etc
- Search the premises
- Search the immediate area surrounding the premises
- Contact parents
- Check CCTV - where applicable
- Check local train station and bus stops
- Check places or people where the student goes often - family friends, relatives, local hangouts or recreational areas



For students aged between 11-15:

- Continue to search for the child and attempt to make contact
- If the child cannot be located within 2 hours the police should be contacted

For students aged between 16-18+

- Continue to search for the student and attempt to make contact
- If the student cannot be located within 4 hours the police should be contacted

If there is any cause to believe that a student is in imminent danger, has been abducted or may be at risk of harm the emergency services should be called immediately.

See also **Protocol & Form - Missing student / No show**

Security and Visitors

The school gates, which give access to the school grounds, remain locked to prevent intruders and uninvited visitors.

All visitors to the school during the school day are required to sign in on arrival and remain with a designated member of staff, unless they have been through a criminal record checking process and induction to the school.

Boarding students are permitted to have visitors during boarding hours.

- Non-boarding Eerde students - may visit in evenings and weekends and may sleepover at the weekend - Boarding Parents must be informed in advance of these visits
- Children - who are not enrolled at Eerde - may visit boarding, but are not permitted to sleep over - Boarding Parents must be informed in advance of these visits
- Parents/ carers/ close family members are permitted to visit boarders, but are not permitted to sleep over - Boarding Parents must be informed in advance of these visits and are required to monitor where the visitor is on site and who they are interacting with
- Any other visitors should be accompanied by a Boarding Parent or other member of staff at all times

IF ANYONE SUSPECTS THAT SOMEONE IS ON SCHOOL PREMISES WHO SHOULD NOT BE THERE, THEY SHOULD TELL A MEMBER OF STAFF IMMEDIATELY.

Day to Day Running

Boarding Parent Duties

Below provides and overview of the normal day to day duties of Boarding Parents:

Morning	Time
Wake up call - Bell	07.20
Breakfast - arrival	07.30 - 08.00
Breakfast register	07.30 - 08.00
Breakfast - end	08.15
Check for students who haven't arrived at breakfast	08.00 - 08.15
Inform school of absence	08.00 - 08.15



Students leave boarding for school	08.25
Boarding houses close	08.30
Checking rooms	08.30 - 09.00
Print day report from previous day & create new one for current day	09.00
Final check of boarding - dishwashers, prepare office, paperwork for coming shift & inform office of any info they need - ill students that need checking etc	09.00 - 09.30
THURSDAYS ONLY - check laundry trollies are ready for collection	09.00 - 09.30
Afternoon/ Evening	Time
Evening shift starts: <ul style="list-style-type: none"> • Read day report of previous day and current day • Check on ill students • Check to do list • Check kitchens - empty dishwashers etc • Check if kitchens need re-stocking 	14.00 - 15.00
Time with students - <ul style="list-style-type: none"> • Checking in • Questions • Visits • gym/ room keys • General day to day care • tea/snack etc 	15.00 - 18.00
Dinner - one BP on serving, one in dinner hall	17.30 - 18.15
Dinner Register	17.30 - 18.15
TUESDAYS ONLY - weekend plans confirmed with students	17.30 - 18.15
Check students on duty have done dishes etc	18.00
BPs have dinner	18.15
Final dishes and tidy kitchen etc	18.15 - 19.00
Study Block - check students are attending	18.15 - 19.45
Prepare for evening - check: Do kitchens need restocking Check emails Check rooms again - if necessary TUESDAYS - create weekend overview document	19.00 - 20.30
Students return from Study Block - student time again: <ul style="list-style-type: none"> • Coffee/tea • Movies • Games • Checking in • Questions • Visits • General day to day care 	20.30 - 22.30
Room time - dependant on age	21.00 - 22.30



Bedtimes - check students are going to bed	21.00 - 22.30
Bedtime room checks and fire safety check and lock kitchens and laundry room	22.15 - 22.30
Weekends	
Additional weekend requirements: <ul style="list-style-type: none"> ● Room times are adjusted to 1 hour later ● No breakfast, but brunch - see meal times ● Friday afternoon - transport to station ● Sunday afternoon - transport to school ● Friday evening - shopping trip to Ommen ● Friday afternoon/ Saturday afternoon - shopping for weekend cooking ● Saturday and Sunday afternoon - meal preparation ● Weekend trips with students 	

Day reports

Throughout a boarding shift, Boarding Parents add notes to a Day Report. The purpose of this report is to note key information so that it can be shared between all Boarding Parents and logged for future reference.

Day reports include:

- General info
- Important emails
- Finished business
- To do list
- Ongoing business
- Announcements

At the end of a shift the Day Report is prepared for the next Boarding Parents - this may involve copying and pasting over ongoing information or ensuring that the notes are clear for the next person taking over.

Attendance at School

Effective learning demands that students arrive on time and attend all scheduled classes. School attendance is mandatory throughout each term unless students are ill or have official justification recognised by the school. Additional days of holiday will not be granted. Any absence due to a student leaving campus without prior approval of the coordinators and/or Principal will be counted as unexcused and treated as a serious violation of the Code of Conduct.

Boarding Parents are responsible for informing the School of any absence or planned absence.

Type of Absence	Procedure for notification
Sickness/ Illness – prior to school day	Boarding Parent to contact Administration Office before 8.45am
Sickness/ Illness during school day	Student to inform member of staff. Member of staff to inform Boarding Team. Arrangements made for student to return to boarding and record kept on system



Unavoidable medical/ dental appointment	Boarding Parent to contact Administration Office as far in advance of the appointment as possible with date, time and length of appointment
External educational appointment such as external exam or university interview	Boarding Parent to contact Course Coordinator or Principal to discuss the situation and agree appropriate action
Approved activity – such as competing at a national level in sporting or artistic pursuit	Boarding Parent to contact Course Coordinator or Principal to discuss the situation and agree appropriate action
Other legitimate, important and unavoidable absence	Boarding Parent to contact Course Coordinator or Principal to discuss the situation and agree appropriate action

If a student is absent from class they are responsible for making up the content they have missed.

Where a student is required to take a prolonged period of leave for a legitimate and agreed reason, the school will do all it can to assist in ensuring they have access to study materials and support.

Weekend Money

Every Friday the Boarding Team is issued with cash to use over the weekend. This can be used for activities, to buy groceries etc. Boarding Parents are asked to keep all receipts/ invoices and complete the weekend money form to state what this money has been spent on.

Pocket Money

Boarding students can ask to keep cash in the safe of the Boarding House, though most students are encouraged to have a credit card or payment card of some description, which can be managed with their parents/carers. Students who have money in the boarding safe can request money from the Boarding Parent on duty - students then get their envelope of money out of the safe, take what they need and both the student and Boarding sign to confirm it has been taken.

Transportation

Students are able to borrow bicycles from school - they must sign them in and out with a Boarding Parent. Boarding Parents also have use of the school minibuses during the weekends, and have access to at least one every evening.

When using a school minibus Boarding Parents are asked to note down the mileage and their name in Mileage Record kept in the minibus after every trip. The minibuses are refuelled by the Facilities Manager on a regular basis.

Drivers must hold a current NL driver's license (which permits carrying up to 8 people) and the school provides the necessary insurance on the vehicles.

Students should always wear seatbelts.

Laundry

Laundry is collected by the laundry company on a Tuesday. Students are required to strip their own beds and leave their laundry in the laundry trollies in time for the company to take it on a Tuesday. This takes place every 2 weeks.

Students are required to wash their own clothes, using the washing facilities provided. Boarding Parents are available to supervise and advise on this.



Boarding parents are responsible for washing towels, tea towels and any other small items.

Catering

Main Meal Schedule

Main meals are served on weekdays at the following times:

Breakfast	07:30 hrs. till 08:00 hrs.
Monday - Thursday Dinner	17.30 hrs. till 18:15 hrs.

Boarding meals during the weekends (Saturday and Sunday):

Brunch	09:00 hrs. till 11:00 hrs.
Dinner	18:00 hrs. till 18:30 hrs.

During all other times the dining area is generally closed. Water and fruit will be available during these times in the school building, the art building or sport hall.

Weekend meals

On Saturday and Sunday morning, students have access to the castle's kitchen to prepare their own international brunch together. Attendance of the main meals during the weekend is mandatory for boarding students.

Snacks

Monday and Wednesday snacks are available for students. Snacks are also available at boarding meetings and events.

Student Kitchens

Student kitchens are equipped with a basic supply

Students help themselves

Available always

Milk

Juices

Bread

Cheese

Meat cuts

Mayo, ketchup

Jam peanut butter

fruit

Expectations of Boarding Staff

All staff are expected to abide by the **Eerde Staff Handbook and Safeguarding Code of Conduct**. As well as all policies and procedures laid out by the school.

Staff Induction

At induction it is key that Boarding Staff are made aware of the following information:

- Eerde Safeguarding and Child Protection Policy and all appendices



- Eerde Behaviour and Conduct Policy and all appendices
- Eerde Sickness and Medicines Policy and all appendices
- Eerde School Trips and Activities Policy Handbook
- First Aid procedures, including Eerde First Aid Policy, location of first aid supplies and names of first aid trained persons
- Fire Safety Procedures, including Eerde Fire Safety Policy, evacuation procedures, operation of alarms, extinguishers and any other fire safety equipment
- Location of student files, medical records and contact details

Staff Meetings

Every week Boarding Parents join a meeting to discuss key issues and ongoing topics. This is an opportunity for Boarding Parents to check-in on the day-to-day running of boarding.

At least 2 times per year, the Boarding Team gets together for a longer Retreat Meeting which is allocated for planning and strategy, reviewing procedures and protocols and discussing anything which needs to be looked at in more depth.

Staff Training

All Boarding Parents should undertake the following training, on induction and updated as and when required by the HR Manager:

- Safeguarding and Child Protection Training
- Safer Handling and Restraint Training
- Administering Medications
- Fire Awareness
- Fire Warden/ Marshal
- BHV Training - emergency response including first aid

Reports and Parent Teacher Meetings

Every year Boarding Staff will write the reports of their Mentees in Boarding. These will be 50 words long and include at least one aspect of positive feedback, one area for development and a recommended goal linked with this. The schedule for these comments is outlined below.

Boarding Parents will also be available to attend the Parent Teacher Meetings (PTM) online or in person for their mentee students to support the parents and teaching staff of our boarding community. The schedule for these are outlined below.