

A young man with short brown hair, wearing a grey long-sleeved shirt, is shown in profile, looking through the eyepiece of a white and black microscope. He is adjusting the focus knob with his right hand. The background is a blurred laboratory or classroom setting with a wooden desk and various items.

An introduction to  
Hailey Hall School Boarding  
- for Pupils

**Hailey Hall School**  
(A Converter Academy)  
Specialist Sports College

Welcome to Hailey Hall School

### Statement of Principles and Practice

At Hailey Hall, we aim to prepare our students to take their place in adult life, enabling them to think and act for themselves. Our goal is to ensure students leave with an acceptable set of personal qualities and values which will meet the wider social demands of adult life.

We aim to provide the students who attend Hailey Hall with a high quality of education and care, accessible to students of varied abilities through group and one to one learning.

We provide the highest standard of care for our 24 hour curriculum including our boarders and individual support for our students using preventive and restorative work including resilience training.

At Hailey Hall we are committed to developing a centre for learning and caring by:

Making effective learning and caring the most important purpose of the school and creating an environment where everyone is valued and success is celebrated

Providing a caring, safe, challenging and stimulating environment which enables young people to achieve encouraging independence and a strong sense of responsibility

Developing good relationships with parents, carers and external agencies to ensure our 24 hour curriculum acknowledges and reflects the culture, language and heritage which students bring from home.

Through our specialist sports status, becoming a centre of excellence for the delivery of Physical Education and Community Sport

Our vision is that, through collaborative partnership, we create a living and learning environment which empowers students to achieve their academic, personal and social potential, enabling them to become active and useful citizens.

My message to our students is simple: 'by working together we can help you achieve economic and social independence and provide you with the tools for a healthy, successful and happy life.'

Paul Delamaine - Acting Headteacher



Welcome to Hailey Hall School Boarding!

Over the next few pages you'll find answers to the questions that you have regarding your boarding experience. It has been put together by both staff and pupils to make your stay here easier.

This may seem like a scary new place but don't worry, you will find staff and pupils very friendly and welcoming.

Check out [www.haileyhall.herts.sch.uk](http://www.haileyhall.herts.sch.uk) for further info.



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## What Happens: A Day In Boarding

This is to give you an idea of the routine in Hailey Hall School boarding, as we provide a structured living environment to assist boarders in achieving their full potential.

7.45—Wake up call, some boys to get medication

8.15—Breakfast

8.40—Back to dormitories to do jobs, tidy bedspace, brush teeth etc.

9.00—School Starts (Registration)

15.30—School ends, go to dormitories, get changed, clothes washed

16.00—Boarders meeting / afternoon activities

17.15—Teatime (Evening meal)

18.00—Quiet Time, boarders to dormitories to watch TV etc.

18.30—Meeting to discuss any issues and sort out evening activities

20.00—Activities finish—Junior boys to dormitories for supper, shower/bath and settling down

21.00—Senior boys to dormitories, as above, Junior boys to bed, unless negotiated otherwise

21.30—Intermediate boys to bed

22.00—Senior boys to bed, staff to secure building and ensure boys are settled

22.30—Care staff off duty, sleeping in staff on duty. Boys aware of where to locate staff if any problems (medical etc).

## Activities

We offer a range of activities in Boarding to try and suit every taste. Whatever your interest you'll find an activity for you! Activities include:

- Cinema
- Bowling
- Quasar
- Pool Club
- Trip to local park
- Campfire Activities
- Arts & Crafts
- Physical games such as football, dodge ball and basketball, Ping Pong
- Cooking/Baking
- Playstation and computer games
- DVD night )
- Literacy and Numeracy Games
- Adventurous Activities
- I.T.
- Team Games
- Hide and Seek
- Run Outs
- Meals out
- Independent Living Programme
- Discussion Groups
- Shopping— off site with a small budget to buy what you like



## Your Key Worker

When you arrive you will be assigned a member of staff who will be your key worker.

Your key worker will be the person you can talk to if you have any problems or questions while in Boarding. They will work with you to make sure you are happy and settled in both School and Boarding.

They will spend time with you on a regular basis so that you can talk about any problems you may have and sort out any issues that may be holding you back.

This may happen on-site during an activity or it may happen off-site in a whole range of places! It depends what works for you!





## Your Bed Space

When you arrive you will be given your own area. This will be your own space full time and we encourage you to bring in your own posters, CD players or anything else that will help you settle in and make the room your own.



Bear in mind that all items will be looked at by staff so if they are seen to be inappropriate you will be asked to take them down or they will be confiscated. TVs and computers can be allowed in your room space but if you decide to bring it / them in, then you do so at your own risk.



## Kit List

This is what you will be expected to bring in each week so stay ahead of the game and prepare early!

Underwear (minimum 5)

Socks (minimum 5 pairs)

Pyjamas (minimum 1)

Pair of slippers (if desired)

Dressing gown (if desired)

Coat (if the weather is cold)

Swimming shorts

T-shirts (minimum 5)

Jumper/hoodies (minimum 2)

Jogging bottoms/jeans (minimum 2)

School trousers (minimum 2)

School shirt (minimum 4)

Trainers (recommended 1 smart and 1 that you can get muddy)

Deodorant (roll on, not spray)

Towel

Toothbrush & Toothpaste

Shower gel & flannel

Shampoo

Comb or Brush

## What You Are Not Allowed To Bring In

We encourage you to bring in your own items to personalize your room but be aware not all items are allowed. Below you will find a list of items that are NOT allowed:

- Any items that may be harmful to yourself or others (i.e. knives, cut-throat razors, bb guns, knuckle dusters)
- Cigarettes/lighters
- Spray deodorant
- Jewellery
- Drugs / Alcohol

**\* If you are found with any items that you are not allowed they will be confiscated and your parents informed.**

## Sanctions

We try and provide an environment that gives you the opportunity to be yourself and is safe for all our boarders so we closely follow the same behaviour system as in school. There are however some differences below:

### **Verbal Warnings**

You will be given warnings verbally by staff. These will be given for low level offences e.g. silly behaviour.

### **Time in room / Early bed / Loss of activities and offsite trips**

This will generally follow a warning. You will be asked to take some time in your room to calm down or reflect on your behaviour before rejoining the group.

### **Supervision**

If you choose to repeatedly ignore warnings or misbehave in a way that staff feel is highly inappropriate e.g. verbal aggression, refusal to follow staff instruction, you will be made to sit with a member of the care staff. This will generally take place in the Care Office or Dormitory and is similar to a removal in School. A conversation will take place before you rejoin the group which is aimed at helping you to avoid this in the future.

### **Physical Intervention**

Physical Intervention will, in most cases, be the last strategy used and will usually follow a series of verbal prompts and other measures.

As in school Physical Intervention will only be used if a pupil:

- Looks to harm himself
- Looks to harms others
- Causes damage to property

If Physical Intervention is used then afterward, when you are calm, you will spend some time in supervision before having a conversation looking at new coping strategies (or different ways of handling things). The Headteacher and your parents will be informed. You will meet with the Headteacher to discuss the incident at a later time.



There are 4 certificates given out weekly which are for the

Head of Care Boarder of the week – Chosen by Stuart

North Down Boarder of the week – Chosen by Adam

South Down Boarder of the week – Chosen by Stuart

South Up Boarder of the week – Chosen by Alison

These weekly awards are for recognising change, improvement, helping and general behaviour around boarding.

These 4 boys are rewarded with accessing the weekly pool club trip as well as being able to go up for the evening meal first.

The Head of Care Boarder of the Week gets additionally recognised with an extra prize.

In case a boarder opts out of a trip then we have secondary candidates that can access the trip.



### **You hear a fire alarm**

Stay calm and evacuate the building at the nearest exit immediately. You should then head to the meeting point (which is on the hardcourt at the back of the school field) so staff can be sure you are safe.

### **You have a suggestion for the menu**

We all like different foods. If you have, a suggestion please see a member of staff or the student representative. Their name can be found on the notice board.

### **You are worrying about something**

If at any time, you feel worried or upset about anything and need somebody to talk to remember that the staff are here to listen. There are also some Helplines available to you.

Childline 0800 1111

Samaritans 0845 790 90 90

Children's Rights Director 0800 528 0731

### **You feel ill**

If you do happen to feel ill then tell a member of staff as soon as possible. Staff will assess your needs and monitor you before taking the appropriate action.

## Complaints

1. It is likely that things will go wrong at some time for most people. If you feel you have not been treated properly by either other pupils or staff, you can make a complaint.
2. All complaints are treated seriously and will be dealt with as quickly as possible.
3. A complaint can be made to a member of staff. You can either tell someone or write it down, You can ask a member of staff to write down your complaint for you who will discuss with you your options.

These are (most commonly):

- You can ask the person you have told to help you or for them to pass it on to a senior member of staff, who you can also talk to if you wish
- You can contact your parent, carer, a governor or an independent person. If you need help you can ask staff.

A full list of options on the "School Complaints Procedure" can be found on the notice board or are available from staff.

4. It is important that you know that you will not be in trouble for making a complaint.

## Tips & Advice



"Be a leader,  
not a follower —  
be yourself, enjoy yourself."  
- Mr Newton

"You get out of life what you  
put into it"  
- Residential Childcare Staff

"With great power comes  
great responsibility."  
- Mr Martin

### **Medication**

If you usually take medication it will be given to you at your usual time. A staff member will call you when it's time.

### **Pocket Money**

If you would like to bring in Pocket Money please be aware it will be held in Safe Keeping until such time when you can spend it.

### **Phone Calls Home**

If you wish to call a member of your family this is possible after 8pm each night. Please ask a staff member who will dial for you and allow you to use the Care mobile.



## Who's Who

You will see many staff come and go around boarding and different faces on different days. But who are they?

Head of Residential Childcare      Mr S Newton

Deputy Head of Residential Childcare      Mr A Martin

Residential Childcare Officer (p/t)      Mrs A Edwards

Residential Childcare Officer (p/t)      Mr J Gregory

Evening Cook      Mr C Jennings

## Questionnaire

**Please answer honestly. There are no correct answers.**

Name .....

What is your favourite School Subject?

What is your favourite food?

Is there any food you don't like?

What helps you relax?

What do you do at the weekend?

What is your favourite sport?

What kind of music do you like?

Who do you most look up to?

What would you like to do when you grow up?