

PASTORAL CARE & BOARDING POLICY (incl. BOARDING STATEMENT)

BROCKWOOD PARK SCHOOL

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1 Introduction and intentions

This policy outlines the school's approach to pastoral care and to important elements of its boarding practice. It should be read in conjunction with other policies and documents that outline other parts of our boarding practice, such as our *Medical Policy*, *Safeguarding and Child Protection Policy*, *Complaints Procedure for Parents*, *Anti-Bullying Policy*, *Equality and Diversity Policy*, *Student Supervision Policy*, *Mental Health Policy*, *Health & Safety Policy*, *Fire Safety Policy* and *Behaviour of Student Policy*.

Brockwood enjoys a high degree of cooperation between the Pastoral Coordinator, the Head of Boarding, Floor People, Student Advisers, Infirmary Staff, the School Management Committee, teachers, parents and the students themselves with respect to boarding and pastoral care issues. All school staff members have responsibilities for the pastoral care of students.

Because of the small and family-like setting, staff are usually quick to notice signs of uncharacteristic or problematic behaviour among students, and students are encouraged to and generally feel comfortable to inform staff, either about their own difficulties, or if they feel a fellow student is unhappy, in trouble, or behaving badly. Students' development and wellbeing are regularly discussed in weekly staff meetings. The Pastoral Team (Pastoral Coordinator and Head of Boarding) oversees all students' wellbeing and discusses individual cases in weekly pastoral meetings, and floor staff and student advisers are in close contact with individual students on a daily and weekly basis.

Parents will be informed by the Infirmary Team or by the Pastoral Coordinator if there are concerns over health or behaviour. Reports on students' progress are sent to parents twice yearly (December and July), and all parents are invited to visit or stay at the school during Parents' Weekend, to attend regular online meetings with staff on different topics (at least once per term) or to visit the school at other times.

This policy is based on the following principles and intentions:

- Boarding practice and pastoral care operate in harmony with the overall intentions of the school and its founder
- Students come into an atmosphere where they can feel safe, talk free and openly with staff members and other students, and consider Brockwood a home away from home
- Unacceptable behaviour will be challenged through discussion as the first line of response, but in case of repeated behaviour showing disregard of the school agreements, other consequences might be decided upon by the Pastoral Coordinator and other residential staff members.
- If there are concerns about a student, parents or guardians will be informed at the earliest possible stage and may be involved in a discussion of appropriate steps to be taken
- Prohibitions, suspensions, or expulsions are used to address serious or repeated disregard of agreements and to protect the welfare of all students, not as punishment.

- Before coming to Brockwood, both students and their parents are asked to read and sign their acceptance of the school agreements (which are included in our *Behaviour of Students Policy*, as well as in the Student and Parent Handbooks which all students and parents receive at the beginning of the academic year) which are basic expectations and requirements to form part of the school community.

2 Statement of boarding principles and practice

Brockwood Park School is a full boarding school. This is because of the international nature of the school, but also because boarding is at the heart of Brockwood's educational approach and ethos. Boarding enables deep learning about oneself and relationships, extending far beyond the limitations of the classroom or extra-curricular activities. It also provides a secure and supportive environment that enables students to grow, explore, and feel cared for within the context of a diverse, vibrant international community. Boarding practice at Brockwood is based on the principles of sharing, responsibility for oneself and for others, learning in relationships and recognition of the importance of community living.

Boarding at Brockwood is intended to be cooperative and unregimented. A minimum number of rules are in place to ensure the health, safety, and wellbeing of boarders. Students have many opportunities, such as weekly Core Group meetings, floor meetings, student advising sessions, and school meetings, to make suggestions, raise questions, and contribute to the day-to-day life of the school. The school's ethos means that there are no competing houses, and students are encouraged instead to think of themselves as members of the whole Brockwood community. The school community takes its meals together in the Dining Hall (or outside in fine weather).

Our approach to boarding and pastoral care is primarily concerned with creating an atmosphere where all the students feel at home by feeling free, safe and cared for. It is crucial that staff establish a relationship with students so learning can be facilitated and students can flourish. All residential staff members have a role to play in the wellbeing of the students and regularly discuss the best ways of approaching pastoral matters. For the boarding and pastoral care practice to succeed it is essential that residential staff members work together with other staff, the Head of Boarding and the Pastoral Coordinator in all matters related to student wellbeing. It is vital that staff share behavioural concerns sensitively among themselves and with the Pastoral Coordinator, so they can work closely with students to address issues in a healthy, kind, and intelligent manner.

The wellbeing and safety of students are of the highest importance, and the full range of principles and practices outlined in this and other related policies describes how this is being achieved at Brockwood.

3 Boarding practice and procedures

Below, relevant procedures to pastoral care and part of our boarding practice and provision are described in some detail.

3.1 Boarding accommodation

Brockwood provides high-quality boarding accommodation to its students. Most students either share a room with one other student, or have single accommodation, with some younger students sharing with a maximum of two other students. The school ensures that student accommodation is safe and comfortable, provides enough privacy as well as freedom for students to personalise their rooms. Students, especially those who are returning, are able to express a preference which room or wing to stay in and who to share with. There is a system in place for staff and students to report damaged or faulty items and furniture in their rooms in which case the issues are addressed promptly by the school's maintenance team. Good protection for boarders' possessions is in place, and boarders have access to a school safe and can request individual safes for their rooms as well.

Students at Brockwood live on one of five wings (or floors): the East Wing, the West Wing, the Cloisters, the East Pavilions and the West Pavilions. They are supported by several residential staff members living on each wing. The school has written risk assessments for each of the wings of student accommodation which are reviewed regularly by floor staff and the Head of Boarding.

One of the residential staff members looks after the state of the students' rooms all year around. The role of that staff member is to make sure that enough care and attention goes to the cleanliness and hygiene of students' rooms. All the students' queries about rooms go to that staff member, who will check the state of the rooms weekly and be in communication with the Pastoral Coordinator, Head of Boarding, Housekeeper and Advisers regularly. Any health and safety or hygiene related issues (e.g. mould, faulty furniture) regarding student rooms will be immediately reported to the Infirmary or Maintenance teams. Students will be informed about basic cleaning practices necessary to maintain their rooms in a clean and hygienic state.

3.2 Provision of foods and drinks

The school ensures that wholesome, vegetarian (with options for vegan and gluten free) food is provided for all students, including for those with special dietary, medical and religious needs. This includes main meals (breakfast, lunch, dinner) as well as healthy snacks for tea time. Smaller snacks such as a variety of fruit, dried fruit, nuts and seeds are always available in the food servery of the school. Herbal teas and other hot drinks are available at all times in the school's tea servery. Students are able to give feedback and express preferences regarding the food provision via weekly core group and floor meetings.

Students also have the opportunity to use the student kitchen to prepare their own meals on the weekends and a system is in place to make sure the space remains safe and hygienic.

All students also have constant access to filtered drinking water via water dispensers located in each area of accommodation.

3.3 Student voice and contribution

Students at Brockwood have a very strong voice and are in many ways contributing actively to the daily running of the school. Students and staff (including management staff) live closely together and have daily family-like interactions over meal times and during other activities, meaning that staff naturally tend to have a strong understanding of what issues are currently important to students. Our intention is to create a culture where students can freely bring up or share their concerns or reflections about the school with individual staff. If they wish to bring up feedback, ideas or requests more formally, several forums are available to them weekly, like Core Group Meetings, Floor Meetings, Inquiry Times, Student Advising times and School Meetings. Students can also approach any staff they trust to share their own personal issues if they wish to. We expect staff to engage with students in this important process of education in order to learn together about the art of living. We expect staff engagement with students to be healthy and caring. Feedback received by students is being discussed in weekly staff meetings, and then brought back to students via the forums mentioned above.

3.4 Health & wellbeing

Students with medical needs or illnesses are supported by the Infirmary Team and floor staff. Please refer to our *Medical Policy* and *Allergy Policy* for more detail.

For those students with mental health issues the school offers a safe and caring environment and warm support from the residential staff members, as well as external support, if necessary. The school is in contact with an online counsellor who offers free trial sessions for those students who wish to explore the possibility of counselling. Parents' consent for longer-term counselling sessions is required and they will be charged for any further sessions arranged with the counsellor. For more specialised counselling or psychological support, parents might be asked to arrange this separately.

The school's *Mental Health Policy* explains in more detail the strategy and procedures we have in place.

3.5 Access to student records

Students' pastoral records are stored on our school management information system, Salesforce, and are retained in line with our *Data Protection Policy*. They can only be

accessed by authorised staff members. Confidential information is stored separately in accordance with the same policy.

3.6 Permission procedure

Parental permission requests are needed for **exceptional absences of students during term time**. All permission requests have to be sent to permissions@brockwood.org.uk and will be reviewed and answered by the Pastoral Coordinator. Permissions for exceptional absences during term time have to be **requested at least three days in advance via email**.

3.6.1 Term time absences

Brockwood permits students to be away during term time **only in exceptional cases** such as a very important family event, in case of a medical emergency or for educational purposes. This applies to the whole week, but particularly to weekdays where classes and other whole-school activities are happening every day.

3.6.2 Weekend absences

As a small international, residential boarding school, we feel it is important that students stay on the grounds and with their school community during term times, including on weekends. Exceptions to this rule will be considered in special circumstances and can be requested via the Pastoral Coordinator (see below). Parents and students should be aware that where such exceptional weekend absences are seen as necessary and helpful, they should be **limited to one weekend absence per half-term**.

During most of the school year, students will also be allowed to visit the neighbouring towns of Petersfield and Winchester for short day trips on Saturdays (with a latest return to the school by 6:30 pm dinner time).

Parents will be allowed to visit their children on the Brockwood grounds during certain periods of the school year. Please contact guests@brockwood.org.uk to arrange such visits.

3.6.3 Procedure for all exceptional absences

When, in exceptional circumstances, a student wishes to leave the school during term time or over the weekend, **a permission request needs to be sent by the parents to the Pastoral Coordinator via permissions@brockwood.org.uk at least three days in advance**. The Pastoral Coordinator, in consultation with other staff members, will make a decision and let parents, students and residential staff know of the outcome. Additionally, once the request is accepted, parents will be asked to fill out an online form to provide further details about the requested absence (location where the student will be staying, contact details, etc.).

All absence decisions are recorded in line with DfE's *Working Together to Improve School Attendance* (2026) and, for sponsored pupils, reported to UKVI where required.

All staff members will be aware of students not on campus via an away list.

3.6.4 Devices

Permissions for exceptional use of laptops/tablets have to be requested at least one week before the beginning of the academic year via a google form sent out in August, or via email to the Curriculum Team (curriculum@brockwood.org.uk) in case a new device is bought or needed during the year. Please read our *Technology, Internet and Devices Policy for Students* for more details.

4 Roles and responsibilities

As pointed out above, all residential staff members share the responsibility for the pastoral care of students at Brockwood. A thorough pastoral and boarding induction, overseen by the School Management Committee, the Head of Boarding and the Pastoral Coordinator, happens for new staff members at the beginning and throughout their first year at the school. Pastoral Coordinator, Head of Boarding, Student Advisers and Floor People have specific roles and responsibilities that will be outlined below.

4.1 Overall pastoral/boarding approach for residential staff members

- Staff will aim to create a safe atmosphere of openness and honesty where learning can take place
- Staff will be expected to work caringly and professionally and not to instil fear or guilt in the students and not to get emotionally involved with them
- Staff will encourage students to find things out by themselves
- Pastoral care is provided by the whole staff body (teachers, advisers, Pastoral Coordinator, etc.), not by an isolated person; cooperation is paramount
- Staff are expected to have a good understanding of the agreements and pastoral issues that repeat themselves over the years, and to seek advice from the Pastoral Coordinator when in doubt as to how to address an issue

4.2 Responsibilities of the Pastoral Coordinator and Head of Boarding

The Pastoral Coordinator oversees the pastoral care of students at Brockwood. They work closely with the Head of Boarding (forming the *pastoral team*), other members of the School Management Committee, the Student Advisers, and other residential staff to ensure that students receive the care and affection they deserve and that problems and difficulties are noticed and addressed quickly. The Head of Boarding has a general overview of the boarding practice and management at the school.

The Pastoral Coordinator is the first point of contact for staff that notice difficulties or needs that a student is having. They induct staff to make sure they are aware of and confident in their pastoral responsibilities, and encourage them to make notes and pass on observations relevant to the pastoral care of the students. The Pastoral Team has a weekly meeting (sometimes including other selected members of staff) to discuss general pastoral issues and procedures as well as specific students that need additional support or observation. If a student displays persistent behavioural difficulties (e.g., disruptive behaviour or disregard of school agreements), the Pastoral Coordinator will meet with the student to address the issues and, if necessary, devise an action plan or decide on a further consequence (sanction) for the student. This is done in consultation with the School Management Committee and other staff members. In case of a student with persistent emotional difficulties, the Pastoral Coordinator will meet the student and set out to find the appropriate additional support for the student which might include the use of external services such as counselling.

The Pastoral Coordinator also represents the first point of contact for students that go through difficulties and would like to receive additional support, either in-house or from external providers.

They are in regular contact with the parents via termly (online) Question and Answer sessions, and deal with all permissions related issues such as those regarding student absences and the use of ICT devices such as laptops and tablets. While the Student Advisers are the main contact for parents for general (day-to-day) issues, the Pastoral Coordinator will be in contact with parents of students who experience persistent or severe behavioural or emotional difficulties.

The Pastoral Coordinator also acts as the school's Mental Health Lead. They are in regular contact with the external providers of emotional, SEN and mental health support (counsellors) working for the school. For more details on the school's mental health support, please read the *Mental Health Policy*.

The Pastoral Team makes sure that further staff training about boarding practice, pastoral care and mental health support is offered yearly to all staff and they work closely with Student Advisers and other staff.

The Pastoral Team also oversees the PSHE (Personal, Social, Health and Economic education) and RSE (Relationships and Sex education) programme at the school, together with one other appointed staff member. For more information on the school's PSHE and RSE provision, please read the *PSHE/RSE Policy*.

4.3 Responsibilities of the Student Advisers

Every student at Brockwood has a Student Adviser and each adviser has around 8-10 students in their group.

Student Advisers act as the main contact people for parents throughout the year, as well as for students themselves, especially when they are new at the school. In the first few weeks, advisers will meet with new students in their group regularly, both to help them build their timetables and to help them settle in and feel comfortable at the school. After a few months, those meetings may become less frequent or happen increasingly at the request of the student themselves, when they feel they need help or assistance with day-to-day matters or academic questions.

At the beginning of the year, advisers are trained by the Curriculum and Pastoral Teams regarding topics that consistently surface every year. They will be expected to be familiar with the student's reports from the previous years and to seek advice from the student's previous advisers.

4.4 Responsibilities of the floor staff

Brockwood currently has five floors or wings (areas of student accommodation): West Wing (girls), East Wing (girls), West Pavilions (usually boys), East Pavilions (usually girls) and Cloisters (boys). Depending on the size of the wing, between 2 and 5 residential staff members live on the wing with the students. They are called floor staff.

Floor staff are the first point of contact for students at night, in case of emergencies or other important requests. They do morning and evening checks, remain on floor duty overnight and regularly meet with the students on the wing to discuss important issues of living together (floor meetings).

Floor staff on duty are also responsible for collecting and handing out students' smartphones on Saturdays. For more information, please refer to our *Technology, Internet and Devices Policy for Students*.

Floor staff are also responsible to help ensure that students are fully aware of house rules regarding safety, housekeeping etc. This happens initially during the student induction in the first 10 days of the year, and via the weekly floor meetings and during daily floor checks.

5 Agreements and key information for students

5.1 School agreements

The school agreements are included in our *Behaviour of Students Policy* and can also be found on the school website as well as in the Student/Parent Handbook. Every student is made familiar with the agreements during the admissions process and asked to reflect on them thoroughly before deciding to join the school. Both the student and one of their parents, or guardians, are required to read the agreements and confirm they are willing to respect them before the school year begins. At the beginning of each school year, there are further activities to explain each agreement and have room for questions and clarifications

as part of the student induction. For more detailed information on agreements and sanctions please read the *Behaviour of Students Policy*.

5.2 Key information for boarders, student induction and wing agreements

The below information is provided to students when they join the school, as part of the Student Handbook, and forms the basis of the student induction that happens during the first 10 days of each school year:

Over the course of the first 10 days of the academic year, we organise a range of introductory activities that serve as an overall induction for new and returning students. As part of this induction and within the first few days of your arrival, floor meetings (for staff and students living in the same wing/area) and other activities will cover the following points — key information for you as a boarder, as well as important wing and school agreements.

Arriving and settling in

Welcome and buddy system: You will be welcomed in your area of accommodation (wing). If you are new and your English is limited, you will be paired with a student or staff member who speaks your language, to make sure you understand everything in the induction. If you are new, you will also have a buddy — a returning student — to help you get settled at the school and be available for your questions.

Role of the floor people and other key staff members: The key roles at the school will be explained to you — floor staff, the Infirmary Team, the Pastoral Coordinator, the Head of Boarding, the DSL, the School Management Committee, the Estate & Maintenance Manager, and others. You will also get to know your student adviser for the year, who is your (and your parents') first point of contact for all practical and academic matters.

School and wing agreements: Dedicated time is allocated for you and all other students to (re-)familiarise yourselves with the school agreements and the practical information laid out here. You will also have several floor meetings in the first 10 days to get to know the people on your wing and understand and discuss important issues relevant to your wing (wing agreements).

Getting help and making suggestions

Floor meetings: Weekly floor meetings are held to discuss important issues and give you an opportunity to express what you feel and need, and to connect with the students and staff living close to you. They might also be used to explore issues that seem especially relevant to the community at a given time. At times, these small floor meetings might transform into whole-school get-togethers in the Sitting Room or the South Lawn — to play games, watch movies, discuss important issues, or simply to hang out with each other.

Core Group: The Core Group meets every week over lunch and is a forum for everyone at Brockwood to listen to other people's views, raise issues or questions about what we do at the school, and take part in decision-making. It is open to all students and does not require commitment for the whole year, even though continuity helps with the process. Several staff members are present at most meetings and can bring any topics or questions you raise to the staff group later on. The Core Group is an important feature of the school and community and offers you the possibility to participate and voice your views and questions. The regular meeting time and place will be announced at the beginning of the year.

Getting help and raising concerns: Especially when you are new, things might get a bit overwhelming at times and you might need some help. Feel free to ask any returning student, and they will be happy to help you with any questions you might have. Anything — big or small, about school life, other students, or anything else — can also be raised with any staff member at any time: your adviser, floor staff, or whoever you feel most comfortable talking to. For anything to do with your safety or wellbeing — or someone else's: you can tell any adult at the school, and the DSL (Designated Safeguarding Lead) and the Pastoral Team make sure such concerns are properly looked after. The Pastoral Corner noticeboard has a one-pager on the different ways to raise a concern, alongside the Independent Listener and outside support services described below.

Independent Listener: The Independent Listener is a person living outside of Brockwood who is available to discuss with you, in confidence, any personal problems — or problems with the school — that you feel unable to discuss with anyone here. Our current Independent Listener is Anne Greene. She lives in London and visits the school from time to time; you can ask to see her in private during one of her visits if you wish. Tel: 00 44 (0) 797 666 7473. Email: agreenesage@gmail.com.

Other support services: If you would prefer to talk to someone external in confidence, you can contact child-specific support services such as Childline (Telephone: 0800 1111) and Help at Hand (Telephone: 0800 5280731; email: help.team@childrenscommissioner.gov.uk) via the school telephones or computers. These and other services are always signposted on the school's Pastoral Corner noticeboard.

Life on the wing

Floor duty and checks (morning and evening checks): A member of the Infirmary Team does a morning check on your wing around 45-60 minutes before Morning Meeting. If you are ill, you will be registered and looked after by the Infirmary Team during Morning Jobs time and throughout the day (often supported by a student buddy). A designated staff member does an evening check at floor check time — 22:00 (23:00 on Fridays) — to make sure everyone is well and accounted for. Staff members living on your wing are on floor duty overnight and can be contacted at any point.

Wing times: Different times apply to help students and staff live together harmoniously on the wings (areas of accommodation).

- **Quiet time:** All wings have to be quiet every day from 21:00 so that people can rest and sleep early if they wish. This means no slamming of doors, no music and no loud talking in corridors or common areas.
- **Floor check time:** You need to be in your own wing by 22:00 (23:00 on Fridays), unless there are exceptional circumstances — in which case you must have permission from the Floor People involved.
- **Room time:** Be in your own bedroom by 23:00 (midnight on Fridays). Visiting each other's rooms is not allowed after that time, or before breakfast the next day.

Privacy: Everyone needs appropriate privacy in their rooms and areas of accommodation. Simple ways of respecting each other's privacy will be explained during the induction. If you share a room, respect your roommates' privacy and agree together on ways of living harmoniously. To help everyone feel at ease in the areas of accommodation, girls are not allowed to visit boys' wings, and vice versa.

Student rooms, furniture and decoration: We expect you to keep your room tidy and clean at all times, and to make sure no lasting damage is done to the walls or furniture. The staff member responsible for students' rooms will check that rooms, including bedding, are kept clean and hygienic. On arrival, you will be shown the risks around door closers and moving heavy furniture — do not move any furniture yourself. If anything in your room is broken or missing when you arrive (e.g., a lamp or chair), let your floor staff know during the first floor meetings. During the year, anything needing repair goes in the Maintenance Book at reception; if you would like furniture removed or replaced, talk to the Housekeeper. You may use masking tape only to put up posters and pictures on the walls — no blue tack, pins or nails. If the school becomes aware of any damage done to your room, furniture or other school property during or at the end of the year (for example, damage to the walls due to using blue tack or pins to put up posters), you or your parents will be charged for the repair costs.

Laundry: You will be shown how the washing machines, drying rooms (and in some cases, tumble dryers) on your wing work. Use tumble dryers only when absolutely necessary and not during peak times; washing lines and drying racks are provided as alternatives. Bed linen is sent to be washed once a week: on the designated day, you can exchange your used set for a clean one (duvet cover, bedsheet and pillow cover) at the West Wing first floor — the exact day and time will be announced at the beginning of the year. If you use your own personal linen, you wash it yourself.

Electrical appliances: Private electrical appliances such as cooking appliances, vaporizers/humidifiers, refrigerators, fans, televisions and movie projectors are not allowed in student rooms. If you are unsure whether an appliance is allowed at the school, talk to the Pastoral Coordinator and the Estate & Maintenance Manager before buying it or bringing it to school. To keep everyone safe, all personal electrical items you bring — phone chargers,

laptops and other permitted devices — undergo Portable Appliance Testing (PAT) at the beginning of the school year. This testing helps to identify any potential electrical faults and prevents hazards.

Ecological awareness: Please close windows when you are not in your room, turn off lights when they are not needed, and be generally mindful of the use of resources such as heating, water and electricity.

Meals and food

Meals: As a small community, it is important that we all eat all of our meals in the Dining Hall, where breakfast, lunch, afternoon tea and dinner are provided daily. This helps us see each other at least a few times a day, get to know each other and spend some informal time together regularly. Meals are not to be eaten in your room (except when you are ill) or in the common areas of the wings.

Food in bedrooms and student wings: For hygiene and community reasons, food is not allowed on student wings or in bedrooms. The exception to this is for students on the ‘sick list’ who will have an allocated buddy for the day who delivers them food and makes sure the plate and any left-over food are brought back to the rota room and cleaned. Apart from this, only dry snacks are allowed in student rooms and wings, but they have to be kept in a closed container for hygiene reasons.

Student kitchen: On weekends, during certain periods of the year, you can reserve a slot to prepare and eat your own meals in the student kitchen in a small group.

Health, safety and emergencies

Illness, accidents or injury – Infirmary: If you feel ill, get injured or have an accident during the day, find and inform the Infirmary Team or, in an emergency, a First Aider — most staff are trained in Emergency First Aid, and a full list is on the school notice board by reception and displayed in all the wings. At night, find and inform any staff member on floor duty (those living on your wing). The Infirmary Team will explain more at the beginning of the year. Any medication you bring to school — prescription or non-prescription — must be declared to the Infirmary Team on arrival. You may only keep and take your own medication if your parents have completed the self-medication form and the Infirmary Team has agreed; otherwise the Infirmary Team looks after it for you. Supplements and gentle remedies (e.g. herbal or homoeopathic) may be kept in your room.

Health and safety: You will be told about important health and safety matters, such as which areas of the buildings and grounds (for example, rooftops and attics) are out of bounds, and where drinking water is available in each area of the school. Rooftops are generally not accessible for you as a student. Some rooms have window restrictors installed — you must not tamper with them.

Fire drill: You will learn about the Fire Drill and the fire exits, call points and extinguishers on your wing — and why candles and incense are not allowed on the wings or anywhere in the buildings.

Foraging, poisonous plants & dangerous mushrooms: The land around Brockwood has a rich variety of plants and mushrooms, some of which are dangerous, can cause serious illness, or are illegal to possess. For everyone's safety, do not pick, handle or consume any plants or fungi under any circumstances, unless this is part of an organised, supervised activity led by staff (the vegetable garden is the obvious exception). You will be told more about the serious risks of handling or consuming plants or mushrooms found in the area without proper knowledge.

Around the school and going out

Areas of the school: During the first 10 days of the year, activities will help you get to know all areas of the school, including the special rules that apply in each. This includes reception (for admin issues and stationery), important offices, the kitchens, the gym (which has its own induction for all new students), the tennis and basketball court, the library, the Art Barn and Woodwork Shed, the Rose and Vegetable Gardens, the Centre and the Grove.

Site security and visitors: You will learn about site security: how to identify registered visitors (all visitors sign in at reception and wear visitor's passes with colour-coded lanyards), and what to do if you see someone you do not know who is not wearing a visitor's badge on the school grounds, and especially in the school buildings — immediately inform or ask a member of staff. Some areas of the grounds used by the school (such as the Rose Garden and the Grove) are shared with the Krishnamurti Centre, so you may encounter Centre guests when visiting these areas; you will learn what to be aware of in these situations. You will also be shown the school boundaries, and the public footpaths and private properties surrounding the school, so you know where you can and cannot go.

Leaving the school grounds – Sign-out system/book: The sign-out book at reception will be explained to you. When leaving the school grounds, record the time you leave, your destination, and your expected time of return; on coming back, cross out your name. You must not leave the school grounds at night or after dark without explicit permission.

Visits to local villages and towns: You can go on hikes and bicycle rides during weekends and in your free time on weekdays. On most Saturdays, you may visit Winchester and Petersfield. Visits to local shops, pubs and service stations are not permitted except on Saturdays, as part of organised school trips, or with explicit permission.

Weekend absences: The procedure for exceptional weekend absences will be explained to you. Day visits to the local towns of Winchester and Petersfield are only allowed on Saturdays, and you must return to school by dinnertime (6:30 pm). Any exceptional overnight absence (with permission from your parents and the school) must be coordinated

with your parents and the Pastoral Coordinator. A weekly away list is posted on the noticeboard.

Cycling and hitchhiking: Through a dedicated bike induction, you will learn how and where to use bicycles safely at Brockwood. Cycling on the A272 and other dangerous roads is not allowed. Hitchhiking is strictly prohibited.

Practical matters

Contacting home: You can call home from the school phones on any day — the main one is the Conservatory telephone, where calls can be made and received until quiet time. Video calls (e.g. Zoom, Meet, FaceTime) can be made from school computers; Garden Room 1 can be reserved in advance for private calls. You will receive a school email address (usually in the format *firstname@brockwood.org.uk*). For anything urgent, you can ask at reception to use one of the two school smartphones to reach your parents via WhatsApp. Your own smartphone is available every Saturday, and simple phones (also called feature phones or dumb phones) can be used during the week on the North Lawn. Post is placed in your pigeon-hole, usually by mid-afternoon.

Internet and devices – times and agreements: You will learn about the agreements and times for the internet and for devices such as smartphones and computers, and you will register your devices with the school's IT team upon arrival. A presentation about the school's approach to technology is given to the whole school by relevant staff members.

Parcels and packages: You can receive private parcels and packages at the school. However, we ask you (and your parents) to keep the ordering of items to a minimum, to reduce waste and ecological impact. Staff members have the right to intercept parcels if they seem suspicious or contain prohibited items. If you receive an excessive number of parcels, staff might talk to you and/or your parents to set a limit.

Valuables and school safe: We encourage you to deposit extra cash, flight tickets and passports in the school safe at reception, with support from the school receptionist. You can also request a private safe for your room to store valuables. The school cannot accept liability for personal valuables kept outside the safe.