**Operational Checklist**

### **Operational Checklist Instructions**

This checklist is designed to help boarding tutors ensure all essential operational tasks are completed. Use this form regularly to maintain consistency and ensure all aspects of boarding house operations are properly managed.
Important:Complete all sections and report any issues or concerns to the appropriate staff member immediately.

# **Boarding House Operational Checklist**

Basic InformationDate:Boarding House:Completed By:Review Period:DailyWeeklyMonthlyTerm StartTerm End
Daily OperationsAttendance and Student MonitoringMorning attendance completed and recordedEvening attendance completed and recordedAll absences followed up and documentedLeave arrangements verified and recordedStudent concerns documented and communicatedAttendance Notes:Health and WellbeingStudent medical needs attended toRequired medications administered and loggedHealth center visits recordedStudent wellbeing checks completedHealth and Wellbeing Notes:Facilities and SecurityBuilding inspection completedSecurity checks completed (doors, windows, etc.)Maintenance issues identified and reportedCleaning standards maintainedFacilities and Security Notes:Communication and DocumentationStaff handover completedIncident reports completed (if applicable)Parent communications loggedDaily log updatedCommunication and Documentation Notes:
Weekly OperationsStudent SupportAcademic progress monitoredIndividual tutor meetings conductedActivity participation trackedBehavior monitoring and follow-up completedStudent Support Notes:House ManagementHouse meeting conductedRoom inspections completedWeekend activities planned and communicatedStaff duty rota confirmedHouse Management Notes:
Monthly OperationsAdministrative TasksHouse budget reviewedHouse staff meeting conductedParent reports/communications completedStudent records updatedAdministrative Notes:Facilities ManagementMaintenance issues reviewed and followed upEquipment inventory and condition checkedSafety equipment inspectedDeep cleaning schedule reviewedFacilities Management Notes:
Term Start OperationsPreparationRoom allocations finalizedWelcome packs preparedStaff briefing conductedStudent information updatedPreparation Notes:Arrival and InductionArrival schedule communicatedInduction program preparedNew student support plan in placeParent communication plan establishedArrival and Induction Notes:
Term End OperationsDeparture ProceduresDeparture schedule communicatedTravel arrangements confirmedRoom clearance procedures completedStorage arrangements finalizedDeparture Notes:End of Term AdministrationTerm reports completedStudent progress review completedHouse inventory check completedMaintenance requests for holiday period submittedEnd of Term Notes:
Additional NotesAny Other Relevant Information:
Action ItemsActions Required:
CompletionDate Completed:Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reviewed By:Review Date:Reviewer Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Boarding Tutor Reference Guide | Operational Checklist | Page 1 of 1This checklist should be completed according to the specified review period and filed according to school policy.

## **Basic Information**

Date:
Boarding House:
Completed By:
Review Period:DailyWeeklyMonthlyTerm StartTerm End

## **Daily Operations**

Attendance and Student MonitoringMorning attendance completed and recordedEvening attendance completed and recordedAll absences followed up and documentedLeave arrangements verified and recordedStudent concerns documented and communicatedAttendance Notes:
Health and WellbeingStudent medical needs attended toRequired medications administered and loggedHealth center visits recordedStudent wellbeing checks completedHealth and Wellbeing Notes:
Facilities and SecurityBuilding inspection completedSecurity checks completed (doors, windows, etc.)Maintenance issues identified and reportedCleaning standards maintainedFacilities and Security Notes:
Communication and DocumentationStaff handover completedIncident reports completed (if applicable)Parent communications loggedDaily log updatedCommunication and Documentation Notes:

### **Attendance and Student Monitoring**

Morning attendance completed and recorded
Evening attendance completed and recorded
All absences followed up and documented
Leave arrangements verified and recorded
Student concerns documented and communicated
Attendance Notes:

### **Health and Wellbeing**

Student medical needs attended to
Required medications administered and logged
Health center visits recorded
Student wellbeing checks completed
Health and Wellbeing Notes:

### **Facilities and Security**

Building inspection completed
Security checks completed (doors, windows, etc.)
Maintenance issues identified and reported
Cleaning standards maintained
Facilities and Security Notes:

### **Communication and Documentation**

Staff handover completed
Incident reports completed (if applicable)
Parent communications logged
Daily log updated
Communication and Documentation Notes:

## **Weekly Operations**

Student SupportAcademic progress monitoredIndividual tutor meetings conductedActivity participation trackedBehavior monitoring and follow-up completedStudent Support Notes:
House ManagementHouse meeting conductedRoom inspections completedWeekend activities planned and communicatedStaff duty rota confirmedHouse Management Notes:

### **Student Support**

Academic progress monitored
Individual tutor meetings conducted
Activity participation tracked
Behavior monitoring and follow-up completed
Student Support Notes:

### **House Management**

House meeting conducted
Room inspections completed
Weekend activities planned and communicated
Staff duty rota confirmed
House Management Notes:

## **Monthly Operations**

Administrative TasksHouse budget reviewedHouse staff meeting conductedParent reports/communications completedStudent records updatedAdministrative Notes:
Facilities ManagementMaintenance issues reviewed and followed upEquipment inventory and condition checkedSafety equipment inspectedDeep cleaning schedule reviewedFacilities Management Notes:

### **Administrative Tasks**

House budget reviewed
House staff meeting conducted
Parent reports/communications completed
Student records updated
Administrative Notes:

### **Facilities Management**

Maintenance issues reviewed and followed up
Equipment inventory and condition checked
Safety equipment inspected
Deep cleaning schedule reviewed
Facilities Management Notes:

## **Term Start Operations**

PreparationRoom allocations finalizedWelcome packs preparedStaff briefing conductedStudent information updatedPreparation Notes:
Arrival and InductionArrival schedule communicatedInduction program preparedNew student support plan in placeParent communication plan establishedArrival and Induction Notes:

### **Preparation**

Room allocations finalized
Welcome packs prepared
Staff briefing conducted
Student information updated
Preparation Notes:

### **Arrival and Induction**

Arrival schedule communicated
Induction program prepared
New student support plan in place
Parent communication plan established
Arrival and Induction Notes:

## **Term End Operations**

Departure ProceduresDeparture schedule communicatedTravel arrangements confirmedRoom clearance procedures completedStorage arrangements finalizedDeparture Notes:
End of Term AdministrationTerm reports completedStudent progress review completedHouse inventory check completedMaintenance requests for holiday period submittedEnd of Term Notes:

### **Departure Procedures**

Departure schedule communicated
Travel arrangements confirmed
Room clearance procedures completed
Storage arrangements finalized
Departure Notes:

### **End of Term Administration**

Term reports completed
Student progress review completed
House inventory check completed
Maintenance requests for holiday period submitted
End of Term Notes:

## **Additional Notes**

Any Other Relevant Information:

## **Action Items**

Actions Required:

## **Completion**

Date Completed:
Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Reviewed By:
Review Date:
Reviewer Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_