

# Boarding House Operational Checklist

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## Basic Information

Date:

Boarding House:

Completed By:

Review Period:

Daily

# Daily Operations

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## 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

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### 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

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### 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

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### 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

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### 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

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Any Other Relevant Information:

## Action Items

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Actions Required:



# Completion

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Date Completed:

Signature:

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Reviewed By:

Review Date:

Reviewer Signature:

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