**Reference Materials**

### **Reference Materials Instructions**

This document provides essential reference information for boarding tutors. Use these resources to support your work with boarding students and to navigate various situations that may arise in the boarding environment.
How to use:Bookmark this page for quick access to important contacts, policies, and resources. Print relevant sections to keep on hand for emergency situations.

# **Boarding Tutor Reference Materials**

1. Key Contacts Directory1.1 School Leadership TeamPositionNameContact InformationWhen to ContactHead of School[Name]Email: [Email]Phone: [Phone]Major incidents, serious concerns, policy questionsDeputy Head[Name]Email: [Email]Phone: [Phone]Operational issues, staff concerns, daily managementHead of Boarding[Name]Email: [Email]Phone: [Phone]All boarding-related matters, staff scheduling, boarding policiesHouse Parent[Name]Email: [Email]Phone: [Phone]House-specific issues, student concerns, daily operationsAcademic Director[Name]Email: [Email]Phone: [Phone]Academic concerns, curriculum questions, study support1.2 Student Support ServicesServiceContact PersonContact InformationHours AvailableSchool Counselor[Name]Email: [Email]Phone: [Phone]Mon-Fri: 8am-5pmEmergency: 24/7 via phoneSchool Nurse[Name]Email: [Email]Phone: [Phone]Mon-Fri: 7:30am-6pmSat: 9am-12pmLearning Support[Name]Email: [Email]Phone: [Phone]Mon-Fri: 8am-4pmInternational Student Coordinator[Name]Email: [Email]Phone: [Phone]Mon-Fri: 9am-5pmSafeguarding Lead[Name]Email: [Email]Phone: [Phone]Mon-Fri: 8am-5pmEmergency: 24/7 via phoneEmergency ContactsEmergency Services:911 (or local equivalent)Campus Security:[Phone Number]After-Hours Medical Service:[Phone Number]Mental Health Crisis Line:[Phone Number]On-Call Administrator:[Phone Number]Note:In case of emergency, ensure student safety first, then contact emergency services if needed, followed by notifying the on-call administrator.
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3. Student Support Reference3.1 Common Adjustment Issues and StrategiesIssueSigns to Watch ForSupport StrategiesHomesicknessWithdrawal, tearfulness, frequent calls home, physical complaints, difficulty sleepingNormalize feelingsEncourage house involvementCreate comfort routinesFacilitate regular family contactFocus on present activitiesAcademic StressAnxiety about grades, procrastination, overworking, perfectionism, avoidanceHelp with time managementTeach study techniquesCoordinate with teachersEncourage balanceConsider learning support referralSocial IntegrationIsolation, difficulty making friends, conflict with peers, cultural misunderstandingsFacilitate group activitiesIdentify shared interestsTeach social skillsAddress cultural differencesCreate buddy systemsIndependence/Self-CarePoor hygiene, disorganization, inability to manage time, neglecting responsibilitiesEstablish routinesTeach life skills explicitlyUse visual remindersImplement gradual responsibilityProvide positive reinforcement3.2 Mental Health Warning SignsWhen to Refer to Counseling Services:Persistent sadness or irritability lasting more than two weeksSignificant changes in eating or sleeping patternsWithdrawal from previously enjoyed activitiesExpressions of hopelessness or worthlessnessDeclining academic performanceIncreased risk-taking behaviorsSubstance use concernsTalk of self-harm or suicide (immediate referral required)Extreme mood swingsExcessive worry or fearMental Health Referral Process:Document observations with specific examplesConsult with House Parent or Head of BoardingComplete referral form (available in staff portal)Submit to counseling servicesFollow up within 48 hours if no responseFor urgent concerns:Contact counseling services directly by phone and accompany student if possible.
4. Cultural Competence Reference4.1 Supporting International StudentsAreaConsiderationsSupport StrategiesLanguageVarying English proficiency, academic vocabulary challenges, communication anxietySpeak clearly, not loudlyAllow processing timeUse visual supportsCheck for understandingEncourage language buddiesCultural AdjustmentDifferent educational expectations, cultural values, social norms, food preferencesExplain unwritten rulesRespect cultural practicesFacilitate cultural sharingAccommodate dietary needsRecognize cultural holidaysFamily CommunicationTime zone differences, language barriers, different expectationsSchedule communication at appropriate timesUse translation services when neededClarify school expectationsProvide regular updatesBe sensitive to cultural communication stylesAcademic IntegrationDifferent learning styles, educational backgrounds, assessment expectationsExplain academic expectations explicitlyProvide study skills supportConnect with EAL/ESL resourcesAllow cultural perspectives in assignmentsRecognize different educational backgrounds4.2 Religious and Cultural ObservancesRespect and accommodate students' religious and cultural practices:Prayer/Meditation:Provide appropriate space and timeDietary Requirements:Ensure dining hall accommodates religious dietary restrictionsReligious Holidays:Be aware of major observances and make appropriate accommodationsDress Codes:Respect cultural and religious dress requirements within school guidelinesCultural Celebrations:Encourage sharing of cultural traditions and celebrationsNote:Consult the school's cultural calendar for major religious and cultural observances throughout the academic year.
5. Professional Resources for Boarding Tutors5.1 Recommended ReadingBoarding School Syndrome: The Psychological Trauma of the 'Privileged' ChildBy Joy Schaverien - Explores the psychological impact of boarding school experiences and how to support students effectively.What Every Teacher Needs to Know About PsychologyBy David Didau and Nick Rose - Practical psychological insights for educators working with young people.Creating Cultures of Thinking: The 8 Forces We Must Master to Truly Transform Our SchoolsBy Ron Ritchhart - Strategies for creating meaningful learning environments.Helping Children Succeed: What Works and WhyBy Paul Tough - Evidence-based approaches to supporting student development and success.The Boarding School Survival GuideBy Justin Ross Muchnick - Insights into the student perspective of boarding school life.5.2 Professional Development OrganizationsBoarding Schools' Association (BSA)Professional association offering training, resources, and networking for boarding school staff.www.boarding.org.ukThe Association of Boarding Schools (TABS)North American organization providing resources, research, and professional development.www.boardingschools.comInternational Boarding & School Services (IBSS)Resources for international boarding schools and staff working with international students.www.ibss.infoAustralian Boarding Schools Association (ABSA)Professional development and resources for boarding staff in Australia and beyond.www.boarding.org.au5.3 Online Resources and ToolsBoarding School ReviewInformation and resources about boarding schools worldwide.www.boardingschoolreview.comOrah (formerly Boardingware)Boarding management software with resources for boarding staff.www.orah.com/resourcesTeacherToolkitTeaching resources and professional development materials.www.teachertoolkit.co.ukEducation SupportMental health and wellbeing resources for education professionals.www.educationsupport.org.uk
Boarding Tutor Reference Guide | Reference Materials | Page 1 of 1This reference guide should be updated regularly to reflect current policies and contact information.

## **1. Key Contacts Directory**

1.1 School Leadership Team
PositionNameContact InformationWhen to ContactHead of School[Name]Email: [Email]Phone: [Phone]Major incidents, serious concerns, policy questionsDeputy Head[Name]Email: [Email]Phone: [Phone]Operational issues, staff concerns, daily managementHead of Boarding[Name]Email: [Email]Phone: [Phone]All boarding-related matters, staff scheduling, boarding policiesHouse Parent[Name]Email: [Email]Phone: [Phone]House-specific issues, student concerns, daily operationsAcademic Director[Name]Email: [Email]Phone: [Phone]Academic concerns, curriculum questions, study support
1.2 Student Support Services
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### **1.2 Student Support Services**

ServiceContact PersonContact InformationHours AvailableSchool Counselor[Name]Email: [Email]Phone: [Phone]Mon-Fri: 8am-5pmEmergency: 24/7 via phoneSchool Nurse[Name]Email: [Email]Phone: [Phone]Mon-Fri: 7:30am-6pmSat: 9am-12pmLearning Support[Name]Email: [Email]Phone: [Phone]Mon-Fri: 8am-4pmInternational Student Coordinator[Name]Email: [Email]Phone: [Phone]Mon-Fri: 9am-5pmSafeguarding Lead[Name]Email: [Email]Phone: [Phone]Mon-Fri: 8am-5pmEmergency: 24/7 via phone
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### **Emergency Contacts**

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## **2. Boarding House Policies Quick Reference**

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2.3 Visitor Policy
Family Visitors:Permitted during designated hours (4:00-6:00pm weekdays, 10:00am-6:00pm weekends). Must sign in at reception.Student Visitors from Other Houses:Permitted in common areas only during free time. Must sign in with duty staff.External Visitors:Require advance approval from House Parent. Must be accompanied by staff at all times.Overnight Guests:Not permitted without special approval from Head of Boarding (minimum 1 week notice).

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## **5. Professional Resources for Boarding Tutors**

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5.3 Online Resources and Tools
Boarding School ReviewInformation and resources about boarding schools worldwide.www.boardingschoolreview.comOrah (formerly Boardingware)Boarding management software with resources for boarding staff.www.orah.com/resourcesTeacherToolkitTeaching resources and professional development materials.www.teachertoolkit.co.ukEducation SupportMental health and wellbeing resources for education professionals.www.educationsupport.org.uk

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### **5.3 Online Resources and Tools**

Boarding School ReviewInformation and resources about boarding schools worldwide.www.boardingschoolreview.comOrah (formerly Boardingware)Boarding management software with resources for boarding staff.www.orah.com/resourcesTeacherToolkitTeaching resources and professional development materials.www.teachertoolkit.co.ukEducation SupportMental health and wellbeing resources for education professionals.www.educationsupport.org.uk