

# BULLETIN

BOARDING SCHOOLS' ASSOCIATION

## Outward Bound

**I've always loved New Year. I love the revelry of New Year's Eve, and the feeling on 1 January that here is a brand new year at your disposal, a year in which all things may be possible.**

Schools are in the fortunate position of having two New Years, so I am happy to report that as National Director, I intend to continue into the new calendar year a resolution which I began to enact in September 2007: get out more.

### Visits

Between September and December, I visited ten schools, one as an inspector, one to do an Inset session, and attended one out-of-town school's London reception; I was delighted also to accept the invitation to be a speaker at the AEGIS event in Scotland, an excursion which made it all the easier to visit no fewer than five schools in three days.

I have very much enjoyed my access to member schools, both in conversations with staff and in tours of boarding accommodation escorted by some fine pupils. Thank you for the welcome I have received, and for the time you have given me.

I look forward - the resolution continues - to seeing more schools in 2008. If you can see a slot when I might fit in a visit, please contact me. I look forward to hearing from you.

### Conferences

I was a guest at the HMC Conference in Bournemouth and welcomed the opportunity to talk to BSA Heads from that Association. Being a guest of, and speaking at, the GSA Conference in Leeds took me back to old friends and re-acquainted me with how things are with colleagues there.

### Good News

What our Scottish colleagues have been saying for some time - 'It's different in Scotland!' - is certainly true, and may become increasingly so as the Scottish government flexes its muscles. But the good news from Scotland is that boarding numbers have risen there in the last two years, and if there, why not here? It would be good to see similar increases in England when the next ISC census results are available.

### The Exhibitionist

In October, I attended the last ISIS SE exhibition for schools to meet the public at Bromley Town Hall, and as I left had the slightly surreal experience of crossing the path of a complete bridal party, bride and father at the front, bridal gown train and six bridesmaids bringing up the rear, arriving at the building for their civil ceremony. Here was a Town Hall multi-tasking for the day.

The Independent Schools Show, on two glorious Autumn days in Battersea Park, gave no glimpses of weddings, but provided an opportunity for more

than 100 schools, many of which were boarding schools, to make contact with the paying public and prospective parents.

Talking to representatives of many of the schools, both in Bromley and Battersea, it was interesting to hear the range of views about such exhibitions - useful? Past their sell-by date in this age of internet surfing and searching? Valuable but expensive? Expensive but necessary if an out-of-town boarding school is to make contact with affluent parents, possibly seeking a country haven for their child away from the city streets? It was certainly well supported by schools.

### New Year

After a year in post, I am well aware that January is, if not the cruellest, then almost certainly the busiest month: BSA holds three conferences before February, beginning when the revelry is hardly over with the Housemasters' and Housemistresses' Conference from 3 - 5 January in Nottingham. That is followed by the State Boarding Schools' Association Conference in Lancaster on 20 - 21 January and the Deputies' Conference in Manchester, beginning on 31 January. All this and a dozen day-long seminars for GAP Assistants, under the watchful eye of Pam Baillie.

I look forward to seeing many of you in the first month of the year, and to another year of getting out more.

**Hilary Moriarty** National Director



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# Handy Hints from our in-house Careers Advisor

**The BSA is grateful to Paul; Spencer Ellis, Headmaster of The Royal Alexandra and Albert School in Reigate and Chairman of the State Boarding Schools' Association, for this explanation of the work of the Association for the Education and Guardianship of International Students (AEGIS). Do not be deceived by the slightly tongue-in-cheek early paragraphs!**



Paul Spencer Ellis

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Application Forms for jobs at certain schools have a section where you are asked to list your hobbies and recreational activities. This is, of course, a trick question. Declare an impressive list spanning scuba diving, the plays of Ibsen and membership of the General Synod, not forgetting your regular duties with the Samaritans - and your application will be rejected triumphantly by an old-fashioned Boarding School Chairman of Governors (or Head - depending on the job you are applying for) with the comment "No time for hobbies like that if you work at my school!"

So what hobbies would I dare declare? Quite a few (carefully chosen ones) actually: Walking the Labrador (of course), Member of the Executive of the BSA (well one has to!), restoring a house in France (that most traditional of BSA activities) Chairman of the SBSA (charming?), cultivating a taste in fine wines (only cultivating - was he at the right College?) and Chairman of the Advisory Committee of AEGIS. "Sounds a decent chap" thinks the Chairman, "but what is this AEGIS lark?"

"Well, Chairman, AEGIS is the **Association for the Education and Guardianship of International Students**. It brings together schools and Guardianship Organisations to promote the welfare of international

students and also provides a forum for best practice through regular workshops and conferences. AEGIS is the only registered charity working to provide quality assurance in this field."

I'm not sure I see the relevance of what you are telling me, Headmaster.

"Let me clarify, Chairman. As I am sure you know, 20,852 of the 67,335 boarders in ISC schools are overseas boarders - the ISC annual report may not be the most entertaining of reads, but I am sure you will agree that it contains some fascinating statistics! So the welfare and well-being of International Students are increasingly important to UK boarding schools. AEGIS is the authoritative association for inspecting and accrediting guardianship organisations in the UK in accordance with a strict Code of Practice and current child care legislation."

So, tell me, what does your Advisory Committee actually do?

"Well, Chairman, over recent years, we have worked hard to create a thorough system of inspection of Guardianship Organisations to ensure the welfare of International Pupils during holidays, Half Terms and weekends. Selection and training of approved inspectors forms another vital strand of activity.

All AEGIS inspectors have appropriate qualifications and experience of Ofsted and/or ISI inspections. Two inspectors carry out the initial inspection of a GO seeking AEGIS membership. By the way, GO is the term we use for a Guardianship Organisation. I **do** deplore these acronyms, but it is the lamentable fashion in education today. Anyway - checks consist of the submission of a detailed application form, the sending of questionnaires to overseas parents, the taking up of references from two Heads who know the GO's work, interviews with school personnel, host families and students, and a lengthy and probing visit to the headquarters of the organisation."

Sounds a pretty serious operation. So what is the outcome?

"I'm glad you asked me that, Chairman. Successful GOs join a list of approved members. The AEGIS website gives full information on members and systems. It is of great value to overseas parents who increasingly consult it. Growing apace is the number of schools who insist on overseas parents choosing a GO from the approved AEGIS list."

So how can I benefit.... I mean how can we, as a School, benefit from the work you do?

"The annual subscription for a boarding School is between £200 and £400 per year and, as you know very well Chairman, this is as nothing compared to the loss in fees of just one overseas boarder who leaves suddenly because of a dreadful experience during the Autumn Half Term when staying with a family that we know nothing about arranged by a company that we have never heard of."

Seems pretty good news to me, Headmaster. A wholly sensible system to safeguard our interests. Now.... I would like to turn to other aspects of your application which interest me. I'm glad to read that you take an interest in fine wines. I have always been of the belief that education should not be confined to the three Rs - Reading, Writing and Arithmetic might be fine and dandy for those who are using education as a ladder to glory, but at this School we believe in broad and balanced curriculum offering a real education to all our pupils. Incidentally, what did you think of the bottle of Montrachet we had with lunch?

*Paul D Spencer Ellis is Headmaster of Royal Alexandra and Albert School, Reigate, has a yellow Labrador called Nutmeg, is on the executive of the BSA, owns a house in the Languedoc which he and his wife have been restoring for the last ten years, is Chairman of SBSA, claims to be cultivating a taste in fine wines and is Chairman of the Advisory Committee of AEGIS. His wife, children and Labrador assure us that he is not looking to move from his present job.*

[www.aegisuk.net](http://www.aegisuk.net) and  
[www.raa-school.co.uk](http://www.raa-school.co.uk)

## CRB checks for Overseas GAP Assistants

**Towards the end of the Autumn term, a number of schools contacted the BSA office to ask if it was really necessary to obtain CRB checks on GAP Assistants who would not reach the country until January.**

The answer is **yes, it is.**

In terms of both costs and practicalities, this is obviously burdensome for schools. However, to be in line with the guidance in Safeguarding Children and Safer Recruitment in Education, specifically Chapters 3 and 4, an enhanced CRB should be carried out on all GAP Assistants, together with a check of List 99/POCA list.

The guidance can be accessed via the Every Child Matters website ([www.ecm.gov.uk](http://www.ecm.gov.uk)).

### What should schools do?

Browne Jacobson, the legal firm which conducts our Child Protection seminars for senior staff, advises that schools should

- Obtain and scrutinise comprehensive information from the applicant and satisfactorily resolve discrepancies or anomalies
- Obtain independent professional and character references answering specific questions - a 'To whom it may concern' is not suitable. Ask specifically about the applicant's suitability to work with children
- Follow up references in writing and by phone; keep formal notes of telephone conversations
- Guidance recommends face-to-face interviews. At the very least, speak to the applicant by telephone, and keep notes
- Verify identity - keep copies of passports and proofs of address
- Check qualifications

Paragraphs 4.65 to 4.71 of the guidance refer you to the CRB itself in relation to additional checks for overseas applicants. The CRB website lists 22 countries: <http://www.crb.gov.uk/Default.aspx?page=2243>

Each of these countries has their own methods of providing a document confirming an overseas applicant's suitability.

### What if the results of the CRB check are not through when the Assistant arrives?

GAP Assistants can begin work in the UK while the results of these checks are pending. Heads and Principals have discretion to allow an individual to begin work pending the receipt of CRB disclosure. But, it will be necessary to ensure that students' access to the children is supervised at all times until the checks have been received.

DCSF have reminded us that the supervising person must be CRB checked - unchecked GAP Assistants cannot supervise each other.

Clearly, the Head or Principal would wish to assure themselves that as many checks as possible have been done and are properly recorded. A formal Risk Assessment should also be on file, noting the decision made for each GAP Assistant and the arrangements for their supervision until checked.

### HM

BSA is grateful to the DCSF, ISBA and Browne Jacobson, Nottingham for their advice on this matter.

# Professional Development Update

## Professional Training 2007/2008

Another accredited course starts this term, and programmes and application forms are again enclosed in this mailing.



Tim Holgate

## Midlands Course

### Pastoral Care and Young People

Held at Old Swinford Hospital, Stourbridge  
and Trent College, Nottingham on:  
15 January, 8 February, 17 March, 8 May, 18 June 2008

This comprises Part 1 of the Professional Development Certificate and Professional Practice Certificate, awarded by Roehampton University. Staff not wishing to register for the professional certificates are also very welcome to attend certain days.

The final event for the academic year will be the popular Easter Residential Course which will be held again at Dauntsey's School in Wiltshire. This venue will provide comfortable en-suite accommodation in the school's newest boarding house. This is usually over-subscribed and early application is again recommended. The course will be suitable both for those wishing to register for the Roehampton University certificate programme as well as for boarding staff wishing to attend a free-standing course.

## Residential Easter Course 2008

### Boarding Matters

**Promoting Pastoral Care and Meeting Boarders' Needs (Part 1 of the certificates in boarding education)**

**Dauntsey's School, Wiltshire**

**Tuesday 8th April to Thursday 10th April 2008**

See enclosed programme for further details

**Topics to be covered include: Meeting Children's Needs; Organising Pastoral Care; Communication with Parents; Safeguarding Welfare and Child Protection; Mental Health Issues and Counselling Skills; Resolving Conflict and Reducing Bullying; Thinking on your Feet; Future Challenges for Boarding Staff**

**There will also be time for workshop tasks and group discussion**

# Heads on the move

**The following Heads took up post in January 2008. We wish them every success in their new posts.**

We thank their predecessors for their service to BSA schools and wish them every good fortune in the future.

## **Ardvreck School (SCIS/IAPS)**

**Mr Peter Sutton**, former Chaplain at Gordonstoun, succeeds Mr Paddy Watson as Headmaster at Ardvreck School in Scotland.

## **Foremarke Hall (IAPS)**



**Mr Paddy Watson**, former Head at Ardvreck School, succeeds Mr Paul Brewster.

## **Heathfield St Mary's School (GSA)**



**Mrs Margaret McSwiggan**, who has been the Interim Deputy (Pastoral) since September 2007, and is the former Headmistress of St Mary's School Shaftesbury, succeeds Mrs Frances King as Headmistress.

## **Kent College, Pembury (GSA)**



**Mrs Sally-Anne Huang**, who is the former Deputy Head at Roedean, has been appointed Headmistress of Kent College, succeeding Mrs Anne Upton.

## **Pocklington School (HMC)**



**Mr Mark Ronan**, the former Deputy Head (Academic) at Trent College Nottingham, succeeds Mr Nicholas Clements as Headmaster.

## **Sexey's School (SBSA)**



Mr Stephen Burgoyne has retired as Headteacher of Sexey's School and is succeeded by **Mr Raymond McGovern** who has been Deputy Headmaster at Sexey's since 2001.



## **Annual Conference for Deputy Heads**

Thursday 31st Jan -  
Saturday 2nd Feb 2008  
MacDonald Hotel,  
Manchester

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## **Every Child Matters**



Apply now to hear great speakers on up-to-date issues, meet new friends, catch up with old friends and relax!

Go to [www.boarding.org.uk](http://www.boarding.org.uk) to download an application form

# How was it for you?

**Evaluation forms for every lesson may not have arrived in schools yet, though it surely cannot be long before teachers, Heads of Departments, Headteachers and Inspectors start looking for daily evidence about what goes on in classrooms.**

06 Meanwhile, BSA like most training providers, now uses evaluation forms at all its seminars. They provide vital feedback for Tim Holgate and his team about the customer's experience of the day. This helps us to improve provision, particularly if a similar course is planned for the next year.

We offer you here a selection of anonymous comments from participants in seminars this term, evidence of extremely high satisfaction levels. (For future evaluation forms, we will ask permission to name the writers and their schools.)

'This was without doubt the most informative piece of training that I have attended in the last 10 years. The speakers were personable, realistic and incredibly well-informed. Fantastic!'

'Thoroughly enjoyable. Well presented and very wide ranging.'

'The command of the presenters was excellent. Their knowledge base/experience was superb and I found the whole event not only helpful, but essential.'

*(Legal Issues Affecting Boarders' Welfare, London 27 November)*

'Information well presented. Good group participation. An informative and valuable day.'

'Very helpful. Allegations against staff - excellent.'

'Very valuable - now aware of the discipline entitled 'Information Sharing' in a way I had not known about previously. Also useful points about tightening up recruitment procedures and documentation.'

*(Child Protection for Senior Staff, London 20 November)*

'A thoroughly good seminar. Applicable not only to boarding schools but day schools also. I've learned a lot.'

'Very informative and supportive.'

'Such a worthwhile day.'

*(Better Boarding Provision: the Governor's Role, London 16 November)*

We believe BSA offers both outstanding training and impressive value for money, thanks to the continuing financial support of the DCSF. This year's day seminar fee of £150 is exactly the same as last year's, a rare thing in these inflationary times.

If you or your staff have not yet attended a BSA seminar or training course, we hope you will look very carefully at our programme for the rest of the year and, in due course, at the plans for 2008 - 9. Continuous professional development has never been more important for all staff. Boarding staff are the lynch-pins of a good, strong boarding operation. Developing them is a vital part of any school's strategy for matching the expectations of today's discerning, discriminating and demanding parents and pupils.

**HM**

## Nurse Adviser



The office has been receiving a lot of nursing queries lately. Don't forget you can contact our Nurse Adviser,

Kathy Compton, at  
kcompton@plymouth-college.co.uk  
or 01752 293807.

Kathy has wide-ranging experience of school nursing issues, both as a school nurse and as a member of the RCN Nurses' Forum. Kathy runs a busy nursing centre at Plymouth College, so enquirers are advised to use e-mail in the first instance.

# Seminar programme

Places are still available on some of this term's induction training days for Gap Assistants. Those interested should ring the BSA office to ascertain availability.

## INDUCTION TRAINING FOR GAP ASSISTANTS

### London

14th (full), 15th (full), 16th, 21st, 22nd, 23rd January 2008

### Bristol

18th (full) January 2008

### Leeds

25th January 2008

### Birmingham

28th January 2008

### Swindon

30th January 2008

The full programme of one-day seminars for the current academic year is again enclosed with this mailing, together with relevant dates and venues, and application form.

The seminars to be held this term are:

## Meeting Boarders' Emotional Needs

### London

Wednesday 27 February 2008

## Child Protection and Safeguarding Welfare

### London

Tuesday 4 March 2008

## North of England Pastoral Seminar 1

### Sheffield

Thursday 13 March 2008

Last term's seminar on Staff Development had to be postponed because of illness. This has been re-scheduled for Tuesday 6 May 2008 in London. Those who have already applied will automatically be transferred to this new date. A programme and application form is included in this mailing. This seminar is intended for staff development and Inset co-ordinators, and aims to give an overview of the links between development planning and the professional development of staff, and to look in detail at relevant school-based strategies.

Further information on all these seminars can be obtained from the Day Seminar Programme enclosed in this mailing and also available on the website under **Forthcoming Conferences**.

## Conferences

The Conference for Matrons and Medical Staff will be held at Leicester University, from Monday 14th to Wednesday 16th July 2008. The programme and application form will be available at Easter.

**The Director of Training would be very pleased to hear from any prospective delegates wishing to suggest possible workshop discussion topics for inclusion in the programme.**

## Publications

With this mailing, you will find Boarding Briefing Paper 22 **Joining the Team** which reflects on the induction of new members of the boarding staff team.

In future, Boarding Briefing Papers will only be produced on paper within the BSA mailing to schools on first publication. From now on, all earlier BBPs will be available for download from the BSA website under the BSA Publications page.

As always, BSA welcomes suggestions from members as to the content of future publications.

**Running a Boarding House**, the Legal Guide for Housemasters and Housemistresses, is being extensively updated and re-written, and should be published later this year. Its author, Robert Boyd, has sadly died, and the re-write will be completed by his colleagues at Veale-Wasbrough.

See elsewhere in the Bulletin for details of DCSF's recent guidance on cyber-bullying.

## BSA Director of Training: Tim Holgate

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# Introducing the BSA London Team



**Michelle Healy**  
**Administrator and PA to the National Director**  
administrator@boarding.org.uk

I've come to the BSA via Ireland where I was born and brought up. Most of my working life, apart from a stint in New Zealand and Australia, has been in the third-level education sector in Ireland.

I completed a degree in HR in 2003 and an honours degree in Business in 2005 and decided it was time to spread my wings a little, so came to London in

April 2006. Since then, I've worked at a variety of companies including Café Direct and Yahoo! I've been at BSA since June of this year and have enjoyed the challenge of learning about boarding education in the UK.

Like Alice, I also enjoy travelling, and in the past 12 months have been to Goa, Oslo (where I ended up on crutches), Rome, Tanzania (where I did some voluntary work for a few weeks in the summer) and of course home to the West of Ireland.

I look forward to meeting you at our various conferences and day seminars throughout 2008.



**Alice Boulton**  
**Conference Organiser and Administrative Assistant**  
assistant@boarding.org.uk

I was born in Poole, Dorset and as the oldest of four daughters, learnt very quickly how to communicate with others around me, regardless of age or experience.

Moving all over the country meant I attended five schools, both boarding and day, so when I finished my A-levels, I decided to take a break from education and go travelling, quickly realising that this is a big passion of mine.

I returned to study Events Management at Leeds Metropolitan University and

after moving to London and working for a charity for four months, I landed at the Boarding Schools' Association as their Conference Organiser. I have organised the two biggest conferences that the BSA holds for the last two years, the Deputies and the Heads which has been a steep learning curve for me as well as thoroughly enjoyable. Having a father who is Head of a boarding school, a mother who teaches and having boarded for a few years myself, I am also very good at advising parents about how it feels to be a boarder.

However, the big wide world beckons and I am off travelling again next summer.

Before I go, I am very much looking forward to meeting all our member Deputies and Heads at the Annual Conferences in Manchester in January and York in April.



## Annual Conference for Heads

Tuesday 29th Apr - Thursday  
1st May 2008  
Royal York Hotel, York

## Boarding: Education in the Round



Apply now!  
Download an application form  
from [www.boarding.org.uk](http://www.boarding.org.uk)  
See you in April

# Notice board

## Conference - not just a few days off

**I was delighted to welcome back into membership recently a school which had left BSA some years ago.**

The Head told me that the reason for the change of heart was the perception that to miss the Heads' Conference (or the Deputies' Conference, because the school's Deputy took responsibility for boarders) was to miss a vital marketing opportunity.

30% of our member schools are in membership of IAPS. Heads and Deputies from these schools cannot attend the Conferences of Associations. But while BSA members are divided by Association, they are united by their boarding. At BSA Conferences, Heads or Deputies from prep and senior schools meet and mingle in the best of atmospheres.

Where better to forge the informal links and friendships which can only be useful to both?

I look forward to seeing Deputies in Manchester and Heads in York! Remember, it is not just a Conference, it's a marketing opportunity.

## Cyber-Bullying

**In September 2007, DCSF published Cyber-Bullying: a Whole-School Community Issue.**

In September 2007, DCSF published Cyber-Bullying: a Whole-School Community Issue. This is a summary of the department's guidance for schools on preventing and responding to cyber-bullying, written in conjunction with Childnet International, and seeks to give practical advice to young people, parents and school staff about this issue. It explains "how cyber-bullying is different from other forms of bullying, how to respond and combat misuse through a shared responsibility, and how to promote and develop a culture of confident technology users to support innovation, e-safety and digital literacy skills."

It can be downloaded or ordered on-line at [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications), using the reference DCSF-00685-2007. The full guidance is available in document DCSF 00658-2007.

**Tim Holgate**  
**BSA Director of Training**

**Please check your entry on the BSA website to make sure all details are correct.**

If you require any changes, please email to [administrator@boarding.org.uk](mailto:administrator@boarding.org.uk)

## International School Award

**Is your school involved in a range of international work? Make sure you apply for the DCSF International School Award.**

For further information and to apply online visit: [www.globalgateway.org/isa](http://www.globalgateway.org/isa)  
email: [isaschemeenquiries@britishcouncil.org](mailto:isaschemeenquiries@britishcouncil.org)  
phone: 020 7389 4419

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## Boarding Briefing Papers

**The BSA Boarding Briefing Papers are now free to download from the BSA website.**

Go to [www.boarding.org.uk](http://www.boarding.org.uk) and click on BSA Publications. Scroll down the list and click on the BBP you require.

## Boarding Pathfinder

Schools which volunteered to consider vulnerable children for boarding places under this scheme will be pleased to hear that progress is being made and a small number of children have joined boarding schools since September.

Much foot-work and bridge-building has also gone on in local authorities and from them to schools.

Thank you for your continuing support.

# BSA publications

**Boarding School No. 24**  
Autumn 2006

**Boarding School No. 25**  
Spring 2007

£2.00 per copy including postage  
and packing

**The following publications  
are available free of charge:**

**\*Choosing a Boarding School**  
a Guide for Parents

**\*Boarding Briefing Paper 1**  
Safer Staff Recruitment

**\*Boarding Briefing Paper 3**  
Guardianship

**\*Boarding Briefing Paper 4**  
Medical Protocols and Practice  
(Revised May 2005)

**\*Boarding Briefing Paper 5**  
Developing the Gap Assistant's Role

**\*Boarding Briefing Paper 6**  
Policies for Partnership with  
Boarding Parents

**\*Boarding Briefing Paper 7**  
Taking on a Boarding House

**\*Boarding Briefing Paper 8**  
Job Descriptions for Boarding  
House Staff

**\*Boarding Briefing Paper 9**  
Effective Welfare Policies

**\*Boarding Briefing Paper 10**  
The Boarding Handbook

**\*Boarding Briefing Paper 11**  
More Welfare Policies

**\*Boarding Briefing Paper 12**  
Conflict Between Parents:  
the School's Role

**\*Boarding Briefing Paper 13**  
Performance Management

**\*Boarding Briefing Paper 14**  
Managing Pastoral Teams

**\*Boarding Briefing Paper 15**  
Conducting a Search

**\*Boarding Briefing Paper 16**  
Data Protection Act & Boarding  
Schools

**\*Boarding Briefing Paper 17**  
Special Educational Needs:  
the school's role

**\*Boarding Briefing Paper 18**  
Child Protection: Guidance towards  
developing a school policy

**\*Boarding Briefing Paper 19**  
Making a Difference

## NEW

**\*Boarding Briefing Paper 20**  
Homesickness

**\*Boarding Briefing Paper 21**  
Meeting the Emotional Needs  
of Boarders

**\*The BSA gratefully  
acknowledges the  
support of the  
Department  
for Children,  
Schools and  
Families**

creating opportunity,  
releasing potential,  
achieving excellence for  
these publications and for  
much of the Association's  
training programme. The  
Department's support  
has made it possible to  
peg course prices at last  
year's highly competitive  
figures.

Please use the order form overleaf and send to:  
**Boarding Schools' Association, Grosvenor Gardens House**  
**35-37 Grosvenor Gardens, London, SW1W 0BS**

# Publications order form

NO. OF COPIES	TITLE	COST PER COPY £	TOTAL £
	<b>Good Practice in Boarding Schools</b> A Resource Handbook for all those working in boarding	<b>£15·00</b> (members) <b>£17·00</b> (non-members) <b>£22·00</b> (Air-Mail for overseas members) <b>£24·00</b> (Air-Mail for overseas non-members)	
	<b>Duty of Care</b>	<b>£12·00</b> (members) <b>£15·00</b> (non-members) <b>£18·00</b> (Air-Mail for overseas members) <b>£21·00</b> (Air-Mail for overseas non-members)	
	<b>World Class</b>	<b>£12·00</b> (members) <b>£15·00</b> (non-members) <b>£18·00</b> (Air-Mail for overseas members) <b>£21·00</b> (Air-Mail for overseas non-members)	
	<b>Running a School Boarding House</b> A Legal Guide for Housemasters and Housemistresses	<b>£5·00</b>	
	<b>Parenting the Boarder</b>	<b>£5·00</b> Discount on bulk orders for BSA Member Schools 10-19 copies = £4·00 per copy 20-29 copies = £3·00 per copy 30+ copies = £2·00 per copy	
	<b>Being a Boarder</b>	<b>£5·00</b> Discount on bulk orders for BSA Member Schools 10-19 copies = £4·00 per copy 20-29 copies = £3·00 per copy 30+ copies = £2·00 per copy	
	<b>21st Century Boarding - A Full Life</b> DVD promoting the qualities of modern boarding	<b>£5·00 incl. p.&amp;p. for non-members</b> Discount on bulk orders for BSA Member Schools 1-19 copies = £1·00 per copy 20+ copies = £0·50 per copy	
	<b>Boarding Marketing Manual</b>	Only available to Members: can be downloaded from the Members' Section of the BSA website	
	<b>National Boarding Standards Self-Assessment Manual</b>	Only available to Members: can be downloaded from the Members' Section of the BSA website	
	<b>Boarding School No. 24</b>	<b>£2·00</b>	
	<b>Boarding School No. 25</b>	<b>£2·00</b>	
	<b>Choosing a Boarding School - A Guide for Parents</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 1 - Safer Staff Recruitment</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 2 - Boarding Principles and Practice</b>	(Discontinued, all information contained in Good Practice in Boarding Schools.)	<b>No longer available</b>
	<b>Boarding Briefing Paper 3 - Guardianship</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 4 - Medical Protocols and Practice</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 5 - Developing the Gap Assistant's Role</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 6 - Policies for Partnership with Boarder Parents</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 7 - Taking On A Boarding House</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 8 - Job Descriptions for Boarding House Staff</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 9 - Effective Welfare Policies</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 10 - The Boarding Handbook</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 11 - More Welfare Policies</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 12 - Conflict Between Parents: the School's Role</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 13 - Performance Management</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 14 - Managing Pastoral Teams</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 15 - Conducting a Search</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 16 - Data Protection Act &amp; Boarding Schools</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 17 - Special Educational Needs: the school's role</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 18 - Child Protection: Guidance towards developing a school policy</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 19 - Making a Difference</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 20 - Homesickness</b>	<b>F.O.C.</b>	
	<b>Boarding Briefing Paper 21 - Meeting the emotional needs of boarders</b>	<b>F.O.C.</b>	
	<b>(Past Bulletins are available to members in the Members' Area of the BSA website) TOTAL</b>		

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## THE BOARDING SCHOOLS' ASSOCIATION

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