

Procedures for the Induction of New Boarders (Including Buddy System)

1. Purpose

The induction programme ensures that all new boarders transition smoothly into residential life by providing structured orientation, pastoral care, and peer support through a buddy system. The aim is to help students feel safe, welcomed, and confident in their new environment.

2. Objectives

- Help new boarders adjust to residential life.
- Introduce school rules, routines, and expectations.
- Provide emotional and social support.
- Encourage positive peer relationships.
- Ensure understanding of safety and safeguarding procedures.

3. Pre-Arrival Preparation

Communication with Parents:

- Send boarding handbook
- Provide boarding routines and expectations
- Share boarding staff contact details
- Provide packing guidelines

Student Information Collection:

- Medical history
- Dietary requirements
- Emergency contacts
- Language or cultural needs

4. Arrival and Welcome Process

- Welcome students and parents at the boarding facility.
- Introduce boarding staff and house parents.
- Introduce assigned buddy.
- Provide a tour of dormitories, dining hall, medical room, study areas, and recreation areas.

Students should receive a welcome pack containing the boarding handbook, daily routine, rules, and emergency contacts.

5. Orientation Programme

Residential Life Orientation:

- Boarding routines
- Curfew timings
- House responsibilities

Safety Orientation:

- Emergency procedures
- Fire safety
- Reporting concerns
- Anti-bullying policies

Academic Orientation:

- Study schedules
- Residential tutors
- Academic support systems

6. Buddy System

Purpose:

- Help new students adjust quickly.
- Reduce anxiety and build friendships.

Buddy Selection:

- Responsible senior students
- Positive role models
- Preferably from the same house or grade

Responsibilities:

- Welcome the new student
- Introduce them to peers
- Help with routines and activities
- Support them during the first weeks
- Report concerns to boarding staff

Duration:

- Buddy support typically lasts 2–4 weeks with monitoring by boarding staff.

7. Role of Boarding Staff

- Monitor new boarders' adjustment.
- Conduct regular check-ins.
- Encourage participation in residential activities.
- Address emotional or social concerns quickly.



8. Parent Communication

- Welcome message after arrival
- Progress update within two weeks
- Additional communication if support is needed

Appendix 2: Buddy Monitoring Form

New Boarder Name	Buddy Name	Date of Check-in	Adjustment Observed	Concerns Identified	Action Taken

Boarding staff should review this form weekly during the first month of boarding.

Appendix 3: First Week Orientation Schedule

Day	Activity	Responsible Staff
Day 1	Arrival, welcome session, campus tour	Boarding Head / House Parent
Day 2	Residential rules and routines briefing	House Parent
Day 3	Safety orientation and fire drill	Safety Officer
Day 4	Academic support orientation and study skills	Residential Tutor
Day 5	Cultural integration and student activities	Student Activities Coordinator
Day 6	Wellbeing session and counsellor meeting	School Counsellor
Day 7	Feedback session with new boarders	Boarding Head