

AMANO CHRISTIAN SCHOOL



Houseparents' Manual

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GENERAL

The role of the houseparent/s is to encourage a Christian family atmosphere within an ordered and safe hostel. Hostel routines assist the smooth running of the 'home'. In this the houseparents are aided by dorm assistants and paid domestic staff. All home staff should meet as a group regularly to pray, encourage each other and discuss routines.

At this point the houseparent/s will be responsible to the Administrators/Governors, and work with the Home Sub-committee, caterer and dorm assistants, liaising with teaching staff, and working in close co-operation with the greater school community.

The job of houseparents is a major time commitment, as they are responsible for the children in all out-of-school hours. Duty houseparents approved by the Board of Governors will take over on a rota basis during the houseparents' days or week-ends off.

Mature and reliable volunteers approved by the Board of Governors will assist with the various extra-curricula activities, their programmes to be structured and discussed by the Board before being accepted and put into practice. Cycling, swimming etc must always be supervised by appropriate people.

The specific duties of houseparents are wide-ranging and difficult to prescribe, but include:

- encouraging the spiritual, emotional and social growth of the pupils
- pastoral care of the pupils in the hostel (in liaison with each pupil's teacher) and counselling as necessary
- liaising with parents, particularly at the beginning and end of term
- overseeing the elder brother/sister scheme
- co-ordinating the duties of the houseparents' assistants
- writing formal reports on pupils at the end of term
- first line medical attention and preventative care requiring a first aid kit
- monitoring daily hostel routines including rising, hostel duties, quiet times, rest and bed times (encouraging with a reward scheme)
- monitoring all other hostel routines including cleaning, laundry, security, beginning/end of term and half term procedures
- developing a 'family' atmosphere whilst giving consistent loving discipline in accordance with the ethos of the school
- maintaining standards of decency consistent with the school's ethos (uniform, hair cuts, music, books, magazines, posters, etc.)
- assessing and reporting maintenance requirements
- proposing developments in the hostel
- holding daily dorm inspections and regular fire drills

NB. If houseparents are going to be absent for a period of time, they should report to those in charge and ensure that someone else is on duty.

BEFORE TERM BEGINS

Three working days before term begins houseparents supervise cleaners/laundry ladies as they thoroughly prepare the hostel. This includes:

- cleaning bathrooms
- polishing floors
- cleaning windows
- washing and re-hanging curtains if necessary
- cleaning and filling water filters
- airing mattresses and putting them on beds
- any other tasks as deemed necessary

The houseparent also ensures that:

- there are sufficient toilet rolls
- cleaning materials for use by pupils are available, including a bucket for each wing containing disinfectant, bleach, Ajax and cleaning cloths, a mop, mop bucket etc
- there is a waste paper basket in each dorm
- there are sufficient brooms, dust pans and brushes for duties to be carried out efficiently
- pupils are allocated to dorms (discussed with pupils and previous houseparents at the end of the preceding term)
- dorm lists are displayed in suitable places
- the elder brother/sister system is in place and names listed
- hostel duty rotas are prepared and displayed on notice boards
- the hostel is attractive and welcoming

ARRIVAL OF PUPILS

Houseparents should be available to meet pupils on arrival and where possible make themselves known to parents. It is always good for some teachers and Board Members to call at the hostel during the afternoon to greet parents and pupils. Hostel assistants should be available also. Pupils must be checked in according to the roll. Locker keys to be distributed where required.

Pupils must arrive between 14hrs and 16hrs and no exceptions will be made to this rule.

At the earliest opportunity each pupil should be checked for:

- any money, valuables, jewellery etc. which should not be in his or her possession in the hostel. These should be accounted for and put in a place of safe keeping
- medicines, which should all be given to the medical staff on arrival
- videos, which must be handed in and held by the houseparent
- knives, scissors, matches and other potentially dangerous items, which are to be kept by houseparents
- the required amount of clothing clearly named

The first meal to be served is supper on the evening of arrival.

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WEEKDAY ROUTINES

0615	Rising bell	Wash or shower, dress, make beds, tidy rooms.
0645	Quiet time	Quiet time is silent and is for reading the Bible and praying. No other activity should take place during this time. Primary students must have their quiet time with the dorm parent or assistant.
0700	Breakfast	Pupils must leave the hostel immediately on hearing the bell.
0720		Clear tables, brush teeth, get ready for school.
0730	Assembly	Dorms should be empty
0800	Classes	Dorms should be empty
0730 onwards		Check periodically on any pupils sick in bed. Supervise Rebekah in the laundry. Check dorm rooms are clean and tidy. Replenish toilet rolls, soap, water for teeth cleaning etc Change bathroom towels. Check supper menu.
1000	Staff coffee break	
1230 -1330	Lunch	Pupils' rest hour.
1330	Lessons begin	Dorms should be empty.
1430		Supervise play time for grades 1-3
1500		All grades free time/clubs
1730	Supper time	Nets down. Close outside doors
1815		Showers grades 1-4 Senior chores, then prep
1900		Grades 1-4 bedtime story and prayer
1930		Grades 1-4 lights out
2000-2045		Grades 5-10 showers and prayers
2100		Lights out and silence. Check on children before retiring for the night. Check the security of the hostel.

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WEEKENDS

On one afternoon a week and alternate week-ends, houseparents are off duty. Duty houseparents take responsibility for these times. If houseparents plan to be away from the hostel overnight at any time, they should make arrangements for a suitable person (usually the duty houseparent) to sleep in the hostel and take responsibility for it in their absence. They should then inform Senior Management.

Houseparents/duty houseparents should be in the hostel at the following times:

0800	Rising	See that all pupils are up and attend to any who are ill. Ensure all pupils leave for breakfast at:
0830	Breakfast	
0900	Duty time	See that duties are being done and in a satisfactory way.
0930	Inspection	A formal inspection of the dorms to see that all is in order.
1000	Activities	Activities/crafts Saturday morning only, with volunteers.
1300	Lunch	Ensure that all pupils have lunch, sometimes a picnic.
1330	Rest	To be encouraged.
1430	Organised activities on Sats/free time on some Sun afternoons	
1730	Duty time	
1800	Supper	
1900	Free time/video/activity/Sunday evening worship hour.	
2000-2100	Bed times.	Be in the hostel from the end of the evening activity, encouraging pupils to prepare for bed. Lights out times should be strictly observed as usual and pupils should not then talk or visit the bathroom. (On Saturday night, lights out times are 15 minutes later for each year group, or more at the houseparent/s' discretion.)

After lights out, when the hostel is quiet and all is in order, check the security of the hostel and hand over responsibility to the houseparent/person sleeping in the hostel.

NB.

1. Houseparents may be in their flats but not on duty, so duty houseparents should respect their privacy and make prior arrangements about keys, medicines etc.
2. The houseparents private quarters comprise bedroom, sitting room, bathroom, kitchen and veranda.

END OF TERM

On the evening prior to departure the hostel needs to be clean and all personal belongings packed for taking home or storing in the hostel. On the morning of departure, pupils' locker keys must be recovered. Children must leave the rooms tidy.

After the pupils have departed, the hostel should be cleaned and tidied and checked for:

- needed repairs to leaks, fixtures, fittings etc
- any shortages of brooms, squeegees, buckets and other equipment
- the condition of hostel fabric, paint etc.

All hostel equipment – e.g. brooms, waste bins, mops and fittings, bedding, should be locked away as soon as possible and definitely before any work is carried out in the hostel.

Mattresses should be aired. Repairs and defects should be reported via the maintenance form. Shortages should be ordered via the hostel stores book. Admin should be informed in writing of the whereabouts of the hostel keys when houseparents are off site in holiday time so that repairs and new work may be carried out.

END OF HALF TERM

As for 'End of term' except that, if no work is being carried out in the hostel, some personal belongings may be left tidily in drawers or cupboards and mattresses should be propped upright to air. Any valuables must be given in to the house-parent for safe-keeping. If maintenance work is planned during the holiday then everything must be packed away as for 'End of term'.

SUMMARY: THE HOUSEPARENTS' MINISTRY

The role of houseparenting is a key ministry within the life of the school, and often one which shapes a pupil's whole outlook and attitude. The pupils actually spend more time at school than at home, and as much time in the hostels as in any other area of school life. It is often in the hostel that character and personality development can rapidly take place. The hostel is really like a 'second home' and you will need God's strength and wisdom in a special way to create a warm, family atmosphere. "*Love never fails*", and each houseparent will need this special gift from the Lord, the first of the fruit of His Spirit.

The description of tasks above may appear rather daunting. These are not meant to be read as a set of rules, but rather as a checklist to help new houseparents to quickly formulate a routine. Many things will soon become automatic as you work them out in your particular situation.