



New Student Induction (NMBS 2)

(This form to be attached to The Buckswood Person)

No	Instruction	NMBS	Done	House Staff Evidence
1.	<p><u>Passport and BRP</u></p> <p>Your Housemaster/mistress will hold your passport securely whilst you are at school. You will need to sign it in. When you require it you must contact your Housemaster/mistress to sign it out.</p>	9.3		
2.	<p><u>Valuables and monies</u></p> <p>You will be provided with a safe and a safe key for your room. You will be issued with an ID card which is the key for your room. You are encouraged to keep your valuables and monies in your safe. The school very much operates an open door policy of trust. However, as in a hotel it is important to ensure your valuables are locked away for safety. The school recommends that you do not hold more than £20 in cash. The school operates a pocket money system which your Housemaster/mistress will explain to you.</p>	9.3		
3.	<p><u>Introductions</u></p> <p>The Headmaster's door is always open. You will be shown where his office is. Do pop in and say hello. You must come and say hello to Wisdom and Churchill too.</p> <p>You will be issued with a school wristband to wear with the contact details of the Headmaster and main school office on it. Make sure you wear it!</p> <p>Staff in the Sales Office are available for you to pop and see if you have any queries and wish to speak to someone in your own native language. You will be shown where their office is.</p> <p>Your Housemaster/mistress shall be your guide in school. They live in your boarding house. A member of House Staff will be available to you 24/7 in case you need them.</p> <p>BHS provides your medical care when you are school. You will be shown where BHS is.</p> <p>Should the Headmaster be unavailable his secretary will be happy to help you. Make sure you know where to locate her.</p>	2.2 15.3 15.8		

	<p>The Admin Office is where you will be able to speak to staff regarding your academics. Make sure you know where this office is.</p> <p>The Safeguarding Officer is in the Wellbeing hub, you will be able to speak to her if you ever have any worries about your safety or wellbeing. She will be able to talk to you in private and will give you advice and guidance. Make sure you have met her and you know where the Hub is.</p> <p>And finally... your boarding house has at least one House Prefect who is there to assist you with settling into school life. Make sure you know who they are and where their room is.</p>			
4.	<p><u>Your House</u></p> <p>You will be living in one of the 7 Buckswood boarding houses. Make sure you know the names of your house, your housemaster/mistress and your house prefect/s. Remember your house is the best!</p> <p>You will be given a tour of your house. Make sure you know where the following is:</p> <p>Toilets/showers</p> <p>Drinking water (you will be issued a mug)</p> <p>Housemaster accommodation</p> <p>Washing machine</p> <p>Nearest fire exit and fire procedures</p> <p>House noticeboards: activity schedules, contact information, school events, Safeguarding and wellbeing contacts</p> <p>Please make sure that you know how to report any maintenance issues in your house.</p>	5		
5.	<p><u>Sharing</u></p> <p>You may be sharing your room. This is an exciting time to get to know another student from a different country. We hope that you will get along brilliantly and become best friends. However, remember you can talk to your Housemaster/mistress if you have any concerns about your roommate.</p>	5.1		

	You will be 'buddied up' with another student at school to help you. Make sure you know who they are and where they live. Make sure you know where to find another student of the same nationality.			
6.	<p><u>Unpacking, Mobile Phone and Wifi</u></p> <p>Make sure you have unpacked and that you have everything you need in your room. Your Housemaster/mistress can help you with anything you need.</p> <p>Check that your phone works in the UK and you have a sim card. The Sales Office and House Staff can help you with this. Make sure you have acquired the IT access codes so that you can use the school wifi. You can use the school phone in Admin office or School House if you need to. Make sure you know your country code.</p>	5.5 4.1		
7.	<p><u>Food and Drink</u></p> <p>Make sure you know where the Dining Hall is and that you are aware of mealtimes. Make sure the chef is aware of any allergies or dietary requirements you may have.</p>	8		
8.	<p><u>Medical</u></p> <p>Make sure you have handed in any medications and met with the School Nurses, this is essential as medicines must be kept safely and given at the correct time to ensure you and other students are safe. A medical form should be held with the School Nurses from your parents/carers/guardians. Please let your housemaster/mistress know if you have any medication with you and they will take you along to the Nurses.</p>	3		
9.	<p><u>School Rules</u></p> <p>Make sure you have your 'Whys and Wherefores' booklet and you have read it so that you are aware of the school rules. If you would like this in another language please speak to your housemaster/mistress who will arrange this for you.</p>	12		
10.	<p><u>Uniform</u></p> <p>Make sure you have collected your uniform – we wear our uniform with pride!</p>			
11.	<p><u>Academic Induction</u></p>			

New Student Academic Induction

Name	
House	
Proposed Class/Form	
Proposed HoD	

Task	Time	Instructions	Location	Staff	Completed
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EFL Placement		On line test	ARC	RF	
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Return back to the Admin block

Photo for ID card			ARC	RF	
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Return back to the Admin block

ID card		Have one printed with name and picture and dorm coded	RF	ARC	
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Return back to the Admin block

Extras		To have it agreed with HoD to ensure that these are added to the timetable	Admin	TB	
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Return back to the Admin block

Timetable		To have it agreed with HoD	Admin	TB	
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Return back to the Admin block

Medical		To see the nurses to check that all medical forms are filled in – if not to go to Sales and ensure that this is done	BHS	Nurse	
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Return back to the Admin block

Toby extras		Introduce Toby and what he does. Collect mug from him	1066	Toby	
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Return back to the Admin block

ICT Codes		Collect all ICT codes – VLE and 3 Sys	Stuart office	Stuart	
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Return back to the Admin block

Prep diary		Collect prep diary	Admin	TB	
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Return back to the Admin block

Books		Collect files and books	1066	Librarian	
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Return back to the Admin block

Exercise books		Collect your books	Mrs Field office	Mrs Field	
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Where do they go then?