

POLICY STATEMENT



Policy	Laundry policy
National Minimum Boarding Standard reference	NMBS 15
School Department	Boarding

Date Written	6 th April 2017
Written by	G Sutton
Approved by	Jenny O'Shea
Date of Approval	3 rd May 2017
Next major review date	14 th August 2018
Location and disseminations	A copy of the policy can be found, in the school admin office and on the school website.
The context of the policy and its relationship to other policies	This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, school visits, child protection and safeguarding.

Statement of Intent

This policy states Buckswood School's laundry provision for boarders.

Implementation

1. House Staff to supervise quantity and handing over of laundry mornings and evenings according to the laundry schedule. Each house has one laundry day per week. Guestling Hall has a separate internal laundry schedule. Each student has laundry processed once per week. Houses have washing machines that can be used during the week as necessary.
2. House Staff to return all wire coat hangers to laundry the day after their laundry day.
3. Scholars to tie bags correctly.
4. No trainers will be washed.
5. Designer clothes should be taken personally to the dry cleaner on town leave days. Dry Cleaners will collect and deliver each Thursday. Please give to Matron (6th formers must pay cash and not put on the school account)

Dry Cleaner
Queens Road
01424 428254

6. Label clothing. Shirts to be labelled by room number (1.1).
7. Bags should be labelled correctly and clearly.
8. Bags will be cleaned according to house colour only – For example Tuesday – Milne – Blue Bag. No Red, Yellow etc on that day.
9. One big bag for a double room and two for a quadruple dorm. White bags for single rooms in Wells.
10. Allocated garments per bag.
 - 7 collared shirts
 - 1 sock bag per person
 - 1 pair of jeans
 - 1 towel
 - Bed linen
 - School sports kit/Academy kit
 - 5 other items of non-uniform clothing.

The school takes no responsibility for any designer clothing washed in our laundries.

You as the scholars are responsible for reading washing instructions not the laundry staff.