stephen perse

foundation

Boarding Information Handbook

Contents

Welcome from the Head of Boarding	3
Statement of Boarding Principles and Practice	4
Contact information	6
Arrival and induction	7
What to bring for boarding	7
Weekend leave	8
Educational Guardians	8
Money, passports, visas and identity cards	8
Medical information	9
Boarder's daily routine	10
Curfew	10
Holidays and half terms	10
Entertainment	12
English Language	12
Leaving the boarding house	12
Boarding Code of Conduct and Rules	13

Welcome

I am very much looking forward to welcoming your child into boarding at the beginning of the Autumn Term. Our aim is for your child to feel happy and well looked after in a supportive environment that affords them the opportunity to realise their full potential. We want our boarders to enjoy the independence that living away from home brings whilst feeling comfortable and secure in a friendly community.

For some of you it might be the first time that your child has been away from the family home and so this handbook has been put together to help you understand exactly how boarding works. Please feel free to contact me via email if you have something you would like to discuss before the start of term.

Best wishes

Denise Hammersley
Head of Boarding

Statement of Boarding Principles and Practice

These principles and practices outline the contribution made by the boarding ethos of the Stephen Perse Foundation (the 'Foundation') to the achievement of the vision and the aims of the Foundation. The boarding provision is available to students attending the Sixth Form and those enrolled on the IGCSE 1 year course who attend the Senior School.

Boarding policies and procedures are reviewed regularly against the National Minimum Standards for boarding schools, the arrangements to safeguard and promote the welfare of those who board.

The ideas of 'encouraged responsibility' and 'managed independence' underlie all aspects of Sixth Form life at the Foundation and come into their own in the boarding houses. It is one of the reasons why we believe we attract a substantial number of students who have never lived away from home before, as well as many with previous boarding experience. The Foundation instils this ethos throughout the boarding houses, whilst recognising that the IGCSE Year programme students who board may need an additional level of support as they prepare to transition between the Senior School and Sixth Form.

The Foundation's boarding community is a varied and diverse one and students have different backgrounds and needs. It is the aim of the Foundation to be able to treat all boarders as individuals and provide an environment in which all may flourish.

We are committed to ensuring that students who board at the Foundation receive the domestic, pastoral and tutorial support necessary to promote their development as individuals, as members of the Sixth Form, and the Senior School, and as members of the Foundation's community. We provide comfortable, safe and secure accommodation with suitable communal facilities and wholesome food. The Foundation will ensure ready access to healthcare agencies and supervision appropriate to the age group and to the purposes of our boarders.

Our boarding houses not only provide a safe place for students to live and study, but will also enable the development of important skills such as getting on with others, and striking the right balance between study and leisure. We will also promote a responsible respect for the beliefs, possessions and characteristics of others, important for communal living and preparation for adulthood.

In this context, boarders will be advised, helped and watched over by Boarding House Staff. All Foundation House Staff take their pastoral duties seriously, being presentable and professional in dealing with students, their parents, guardians, teaching and non-teaching colleagues. House Staff act as role models for the students in their care and place the health, safety and welfare of the students foremost. House Staff provide good day-to-day advice, guidance and encouragement to students. House Staff will be managed by the Head of Boarding and will work closely with the Foundation's pastoral team regarding any pastoral issues.

We expect Sixth Form boarders at the Foundation to develop a responsible attitude to the exercise of the relatively greater personal freedom of the Sixth Form, and for those on the IGCSE 1 Year programme to also develop a responsible attitude with additional support as appropriate to their age. This is intended to provide a valuable halfway house between home or the more traditional boarding school and the more open experience of life beyond school and Sixth Form - particularly at university.

The Foundation's boarding provision is regularly inspected, with areas such as catering and boarding staff being officially commended. However, boarding is not just about food and accommodation for our students. In the most recent inspection, which took place in October 2018, inspectors commented that the boarding provision "safeguards and promotes their welfare and encourages them to respect the values and beliefs of others."

Boarders are welcome to stay every weekend of term or subject to approval from parents/guardians and the Head of Boarding, boarders may request an exeat (Friday to Sunday). For those who stay, the boarding houses continue to operate as normal and activities/events are organised for and are available to boarders during the evenings and at weekends.

The boarding houses comprise of either single or twin study-bedrooms. Room sizes may vary within the house but all include study space as well as a bed and storage. All rooms have en-suite bathrooms and all have free wifi. Each boarding house has a common room with digital TV and DVD player, and facilities for making tea, coffee and snacks.

Breakfast, lunch and evening meals are provided every day, during term time, prepared by the Foundation's external catering providers. The food is wholesome and healthy (there is always a vegetarian choice), and the Catering Manager is very pleased to consider suggestions from students for additional or alternative dishes. We cater for most special dietary needs, from vegetarian to Halal.

All boarders are fully supported medically and have access to excellent medical care and counselling services if needed.

The Foundation boarding aims to establish, maintain and encourage an environment within which academic excellence flourishes, personal development is supported and the life chances of all are enhanced.

Reviewed: April 2021

Contact Information

Head of Boarding – Denise Hammersley

Email: dha@stephenperse.com

Phone: +44 (0) 7932 728510

Boarding Houses

Scholars House	St Barnabas House
85 - 89 Mill Road	59 St Barnabas Road
Cambridge	Cambridge
CB1 2UB	CB1 2BX
Phone: +44 (0)7824 828985	**Phone:** +44 (0)7824 828974
Email: scholars@stephenperse.com	**Email:** stbarnabas@stephenperse.com

Student parcels

Student parcels should be sent to:

St Barnabas House
59 St Barnabas Road
Cambridge
CB1 2BX

Arrival and induction

The proper induction of students is key to future success and happiness when joining the Foundation and every effort is made to ensure that the transition to boarding runs smoothly. Details of the full induction programme can be found in the Foundation's Boarding Induction Policy and Procedure.
All international students must use our approved Taxi Transfer Service on arrival in the UK, unless travelling with their parent or guardian. The cost will be added to the student's bill. Please contact boarding@stephenperse.com for further details.

Boarders are asked to arrive between 10:00 and 20:00 on the day before the start of term. Parents are asked to contact the relevant House either by mobile phone or email to advise the house staff of their child's time of arrival.

What to bring for boarding

Students may bring items to personalise their rooms, as long as they do not damage the walls or furniture/ fittings. Each bedroom has a bed, wardrobe, chest of drawers, bedside table, notice board, chair and a desk. Bed linen and towels are supplied by the Foundation and are laundered weekly. Students are expected to wash their own clothes. Laundry facilities (washing machines and dryers) are available at each boarding house.

The IGCSE 1 Year Programme students living at St Barnabas House and based in the Senior School for lessons are required to wear a uniform. Please refer to the Senior School Handbook for further details.

Students in the Sixth Form are not required to wear a uniform. However students are expected to dress in an appropriate style for a place of study and appropriate to the work or activity that they are doing, be that in a laboratory, in a classroom, or on a visit. The phrase 'smart but informal' should be a guiding principle. Please refer to the Sixth Form Handbook for further information.

Heating, cooking equipment or large electrical items such as TVs or fridges are not allowed in student rooms. All houses have equipment for making snacks and hot drinks. Small electrical items may be brought e.g. hairdryer. UK law requires all electrical items to be tested and the Foundation will arrange for these tests to take place. If an item of equipment fails the test the appliance will be removed and the student asked to take it home at the next holiday.

Weekend leave

Boarders are allowed to go home to visit relatives or friends at the weekend provided they do not have a school commitment and permission is given by parents/Educational Guardians (regardless of age). It is important that arrangements are confirmed in advance as follows:

- All students must complete an online weekend leave request form by 21:00 on the Wednesday preceding the weekend of the requested leave.
- Parents/Educational Guardians must confirm the request with the house staff by 19:00 on the Thursday preceding the weekend of the requested leave.

Boarders may not request overnight stays (such as in London) unless staying with a responsible adult, confirmed by the parent or Educational Guardian.

Boarders wishing to travel out of Cambridge for a day visit at the weekend e.g. London must get permission from their parents and from the Head of Boarding by the Thursday prior to the weekend.

Education Guardians

All international students, regardless of age, must have an Education Guardian while at the Foundation. We fully expect Education Guardians to play an important role in the student's boarding life and they should communicate with the student's tutor at the beginning of the course. It is the parents' responsibility to appoint an appropriate Education Guardian, which meets the Foundation's Education Guardianship Policy. If, at any point, during the student's time at the Foundation, the Foundation has concerns about the suitability of an Education Guardian or guardianship arrangements, the parents will be informed. The Foundation may request a change of Education Guardian or revision of the arrangement. Please refer to the Foundation's Education Guardianship Policy for further information, including the responsibilities of the parents and the appointed Education Guardian.

Money, passports, visas and identity cards

Boarders should not keep large sums of money in their possession but should hand it to the house staff who will deposit it in the house safe. Boarders are encouraged to open a UK bank account.
Boarders are encouraged to deposit their passports and BRP cards in the house safe upon arrival though students may have access to them at any time. A consent form will be signed by the students, and parents where the student is under 16 years of age, this will be arranged when the student arrives at the house. Passports and visas should be kept up-to-date and we expect all renewals to take place during the long holidays to allow plenty of time for them to be issued. Boarders requiring a visa will collect their Biometric Residence Permit (BRP) at the start of term. Please ensure that you use our ACL code so that the BRP is sent to school.

For information/advice with regard to visas please contact Kirsty Carter (Student Visa Compliance) on visa@stephenperse.com

Medical information

Students who are not permanent UK residents or do not hold settled status will pay the Immigration Healthcare Surcharge (IHS) as part of their visa application which gives them access to NHS treatment. Students will still need to pay for certain services such as prescriptions, dental treatment and eye tests.

Parents must return a Medical Information and Consent Form as part of the acceptance paperwork, the following details must be provided:

- Current medical conditions and both prescribed and 'over-the- counter' current medication. In accordance with the Foundation's Medicine Policy students bringing any medication to the house must provide a translation and also a prescription if needed. Without this the medication will be confiscated. If the medication is prescribed then the student will need to see the GP to obtain another prescription.
- Allergies.
- Immunisation dates.
- Infectious diseases which your child has had.
- Any other condition which may prevent a student from taking a full part in the academic and sports curriculum or activities.

If we are notified of a medical condition, we will liaise with parents, the child's current school, if applicable, and healthcare professionals as appropriate to ensure that arrangements are in place to support the student before they join the Foundation, to enable a smooth transition. If a child who is already a student at the Foundation receives a new diagnosis, or if a known medical condition deteriorates, parents are asked to inform the Foundation as soon as possible. Arrangements will be made to support the child's needs in school as soon as is reasonably and safely possible.

Please contact the Head of Boarding to discuss any medical needs/allergies that your child may have to ensure that your child's needs are met.

Important Information

1. All boarders will be registered at Woodlands Surgery unless parents tell us otherwise.

   Eden House,
   48-49 Bateman Street, Cambridge,
   CB2 1LR.
   www.woodlandssurgery.co.uk Telephone: 01223 697600

2. Any medicine brought to the boarding house must be declared to house staff on arrival. All overseas medicine must be in the original container, have an English translation, the student's name on it and, if appropriate, a doctor's prescription letter. Where we do not have this information the Head of Boarding will contact the parent to obtain the information and an appointment will be made with the GP at Woodlands Surgery.
3. Students who have been prescribed an adrenaline auto-injector (AAI) should bring three of their own AAIs, if possible; one to be stored in the boarding house, one to be stored at school and one to be in the possession of the student at all times.
4. The Foundation recognises that a student may need to have prescribed medication. Year 12 and Year 13 boarders' suitability to manage their own medication will be assessed by the Head of Boarding. IGCSE boarders are not permitted to have any medicine in their own rooms or self-administer unless the medicine is required in an emergency.

5. Boarders are expected to alert the house staff as soon as possible if they feel unwell. If a doctor's appointment is required, the house staff will contact Woodlands Surgery and, in the case of the IGCSE boarders, accompany the student to an appointment. Sixth Form boarders will be accompanied if requested by the student or parent/guardian.
6. If a student is taken ill during the day, the student must report to the school office and the student will be asked to see the Healthcare Practitioner at the Senior School who will decide if a student needs to return to the house.
7. Some over the counter medication is available from the Healthcare Practitioner at the Senior School or from the house staff in the boarding houses.

Boarders' daily routine

Monday to Friday

- Welfare check: 7:30
- Breakfast: 7:30-8:30
- Welfare check: 18:00
- Supper: 18:00-19:00
- Study: 19:00-21:00 (Not applicable on Fridays)
- Welfare check and curfew: 22:00 (23:00 on Friday for Year 13)

Saturday and Sunday

- Welfare check: 9:00
- Breakfast: 9:00 - 10:00
- Welfare check: 13:00
- Lunch: 13:00 - 14:00
- Welfare check: 18:00
- Supper: 18:00-19:00
- Welfare check and curfew: 22:00 (23:00 on Saturday for Year 13)

Curfew

- All boarders must observe the curfew times.
- IGCSE boarders have a curfew of 18:00 every day.
- IGCSE boarders are only allowed out in the evening with a member of staff or if they have permission from the Head of Boarding.
- All other students have a curfew of 22:00 every day (23:00 on Friday/Saturday for Year 13).

Holidays and half terms

All boarders are expected to abide by the Foundation's term dates. Any early departures or late returns must have advance permission from the Head of Boarding/Head of School but will only be granted in exceptional circumstances.

Entertainment in the Houses

- TVs and DVD players are located in the common rooms in each house and may be used to watch films providing they are suitable for the age of the viewers. No 18-rated films or TV series are allowed.
- Laptops/PCs are allowed in rooms (note restrictions for IGCSE 1 Year programme students detailed above).
- Computer games cannot be played during study time and if used inappropriately, or if grades appear to suffer, these will be confiscated.
- Table Tennis tables are in the gardens of both houses.
- Board games are available in all common rooms.

English language

English should be the only language spoken in the common areas of each house and at meal times.

Leaving the boarding house

- Whenever a boarder enters or leaves the house they must use the access system to sign in and out.
- Any boarder wishing to leave Cambridge at any time must ask permission from the Head of Boarding and agreement must be given by a parent/guardian in advance of the trip.

Boarding Code of Conduct and Rules

All students should make themselves familiar with the Boarding Code of Conduct and Rules which is below and also displayed in every room and in the common rooms. We recommend that you read this document carefully with your child before they arrive at the boarding house.

Boarding Code of Conduct and Rules
This Code of Conduct should be read within the context that there is no wish to overregulate the boarding environment. If there is any doubt as to the intention, clarification should be sought from the Head of Boarding or the Principal. No regulatory list can be comprehensive and is bound to omit many issues which may be unacceptable under the spirit of fairness and justice of the boarding environment. Ignorance of any rule will not be considered an excuse. Students must also refer to the relevant school rules and Code of Conduct.

Meals

- Students are expected to attend all meals in Kirbys.
- Food deliveries are only allowed on Friday evening/all day Saturday and MUST be eaten in the common room.
- Students are NOT allowed to eat food (other than snacks such as biscuits/fruit) in bedrooms.

Curfew

- All boarders must observe the following curfew times:
  IGCSE students - 18:00 every day
  Year 12 students - 22:00 every day
  Year 13 students - 22:00 Sunday - Thursday and 23:00 on Fridays and Saturdays

Electronic Equipment

- Students on the 1 Year IGCSE course are required to hand in all electronic equipment, (including phones) 15 minutes before the welfare check at 22.00. The equipment will be stored safely and returned at the 07:30/09:00 morning welfare check.

Forbidden Activities

- Smoking, including e-cigarettes, is prohibited in boarding. Smoking is also prohibited within a 50 metre radius of all boarding houses.
- There is a complete ban on alcohol, illegal drugs (including equipment) and any other behaviour or mood influencing substance that has not been medically prescribed.
- Students must follow the health and safety guidelines and must not tamper with fire/safety equipment such as smoke detectors in rooms.

Prohibited items

The Principal and staff, authorised by the Principal, may search for any prohibited items or any item banned by the school rules which has been identified in the rules as an item which may be searched for. The following items are prohibited for the safety and welfare of all students:

- **knives or weapons**
- **alcohol**
- **illegal drugs**
- **stolen items**
- **tobacco and cigarette papers; e-cigarettes**
- **fireworks**
- **pornographic images**
- **clothing or other adornments or equipment emblazoned with offensive or inappropriate images or slogans**
- **laser pens**
- **any article that a member of staff reasonably suspects has been, or is likely to be, used:**
    - **to commit an offence, or**
    - **to cause personal injury to, or damage to the property of, any person (including the student themselves).**

Please see the Foundation's Searching and Retention and Disposal of Confiscated Items Policy for more information.

Illness and Medication

- Any medication must be declared to the boarding staff on arrival at the start of the term and on an ongoing basis.
- Students who feel unwell must contact boarding staff immediately. If lessons are missed through illness the student must remain in their room that evening.

Safety, privacy and respect for others

- Students must not lend keys or cards to others. If a key/card is lost there will be a charge to replace it.
- Rooms should be locked when not occupied and care should be taken with personal possessions.
- Students should not keep large sums of money in their possession.
- Students must not enter the rooms of other students, where permitted, without knocking and gaining permission first.
- Girls are not allowed into the boys' area of the house and vice versa.
- Boarding staff will always knock on a student's door before entering. Boarding staff must see each student at the welfare checks at 07:30/09:00 and 22:00/23:00.

Use of Computers and Wifi

Wi-Fi is available in all the houses and boarders log on using their SPF accounts. If equipment is misused, then it will be confiscated. All students receive an IT induction at the beginning of term when they are issued with their iPads.

Online Safety

Our computer network is monitored centrally and students must accept and adhere to our Technology Acceptable Use Policy. Students must use language appropriate for a place of work in all their communications using our network. This includes emails between students and communications with other people via email and messaging sites. Access to some internet sites on our computer network is automatically barred. The guardian permission has been received by the Head of Boarding by Thursday prior to the weekend. Students must not have any messaging services, social networking sites or personal emails 'open' during study unless necessary for study purposes. If any student feels they are being bullied or is aware of the bullying of another student, they are strongly advised to speak up and tell a member of house staff.

Visitors

- Visitors are restricted to family members and students enrolled at the Foundation.
- Students are responsible for their own visitors and must remain with them at all times.
- Visitors must be introduced to the boarding staff on arrival and sign in/out using the access system.
- Visitors are not allowed into the boarding houses before 10:00 and after 21:00.
- Visitors are restricted to the common rooms unless they are family members.

Working environment

- All students are expected to keep noise levels within acceptable limits.
- Study time for all students is 19.00 – 21.00 Monday to Thursday. Students on the 1 Year IGCSE course are supervised in the dining room and Year 12 and Year 13 students must study in their rooms.
- Students are expected to attend all house meetings.

Travel away from the Boarding House

- Students who wish to take a weekend exeat during term must complete an online exeat form before 21:00 on Wednesday (prior to the weekend).
- Parents/Educational Guardians of all students (including those over 18) must confirm and agree the exeat details by 19:00 on Thursday prior to the weekend. Failure to do so will result in students not being allowed to sign out.
- Independent weekend travel out of Cambridge (Sixth Form Students only) will only be allowed if parental/Educational Guardian permission has been received by the Head of Boarding by Thursday prior to the weekend.

Condition of rooms

- Cooking devices (e.g. rice cookers), water heaters or kettles are not allowed in students' rooms.
- Only small amounts of snacks may be stored in bedrooms.
- Students must keep their rooms tidy. There will be a weekly room check and parents will be charged for any damage to rooms.
- Students must remove bed linen for collection every Monday morning and ensure they make their beds before going to bed on Monday evening.
- Glasses or mugs must be returned to the common room at the end of each day.

Related policies:

- Anti-Bullying Policy - Foundation
- Behaviour, Rewards and Sanctions Policy - Foundation
- Code of Conduct and Rules for the Senior School/Sixth Form
- Searching and Retention and Disposal of Confiscated Items Policy
- Technology Acceptable Use Policy

Reviewed: March 2021

stephen perse

foundation