



THE PRIORY ACADEMY LSST
BOARDING HANDBOOK



CONTENTS

Welcome from the Head of Boarding.....	5
Introduction.....	7
Section 1 – Meet the Team.....	8
Section 2 – Statement of Boarding Principles and Practice.....	10
Section 3 – The House and How it Works.....	13
Section 4 – General Information.....	18
Section 5 – Transport.....	20
Section 6 – EAL Support.....	21
Section 7 – Rewards and Sanctions.....	22
Section 8 – Health Matters.....	23
Section 9 – Religion.....	23
Section 10 – Making a Complaint.....	24
Section 11 – And Finally.....	25
Section 12 – Educational Guardians.....	26
Section 13 – Educational Guardianship Agreement.....	27
Nomination of Educational Guardian.....	29



ROBERT DE CHENEY HOUSE

Sixth Form Boarding



WELCOME FROM THE HEAD OF BOARDING

The Robert de Cheney Boarding House is something that we are very proud of here at The Priory Academy LSST.

The Boarding House was opened in September 2012, a purpose-built state-of-the-art facility with en-suite accommodation for up to 60 Sixth Form students. There is an excellent range of communal and individual accommodation so boarders can be as private or sociable as they wish.

I was privileged to join The Priory Academy LSST in January 2016 and along with my family, become part of the vibrant and dynamic multi-cultural community which has developed over the last four years. The boarders are lucky to be joining one of the top performing state schools in the country at such an important stage in their education and the Academy, in turn, benefits from the added dimension that the boarders bring.

At the heart of our boarding provision and the pastoral and academic support we offer is a dedicated team of staff who always go above and beyond to ensure that they meet the needs of the boarders. We monitor and encourage the boarders' academic progress but, most importantly, seek to provide a 'home from home' where they can relax, make lasting friendships and focus on developing other hobbies and interests. There are plenty of opportunities to maximise the use of free time. We have impressive sports facilities available on site, including a gym, swimming pool and 400m running track. There is the beautiful city of Lincoln a short walk away and we offer a wide range of activities and trips at weekends and after school.

Some of our boarders have described boarding here as "a positive choice that has extended their horizons", while our most recent Ofsted inspection said: ***"This is a calm, relaxed and safe boarding school in which boarders develop into mature, responsible and successful young adults in a highly supportive and nurturing environment. Boarders make exceptional progress in personal and social development and educational achievement."***

I hope that this handbook provides you with valuable information about day-to-day life and routines at the Robert de Cheney Boarding House. Please also visit our blog at prioryboarding.co.uk for a glimpse of what makes the young people here enjoy their time so much.

If you have any questions or comments, please do not hesitate to contact us.

Warmest regards,

John Nuttall



INTRODUCTION

Welcome to the Robert de Cheney Boarding House at The Priory Academy LSST.

We hope all boarders will enjoy their time here with us. This handbook has been designed to help them and their families plan for their time here, and also to inform them about the policies and procedures used in the boarding house.

This handbook contains a number of expectations and rules, and this might seem a little daunting at first. All such expectations and rules stem from common sense, and are in place to ensure that all boarders are able to enjoy their time with us, and fully achieve their true potential.

We will not be able in this handbook to answer every question, but when combined with our induction programme when boarders arrive, it will help to give an understanding of our expectations of boarders and how they can make their time here as enjoyable and productive as possible.

We very much hope that both students and parents find this handbook useful. If you have any comments regarding this handbook – suggestions for improvement/inclusion/omission – please address them to Mr John Nuttall, email:

jnuttall@prioryacademies.co.uk

The boarding house is very modern with excellent facilities, and is situated on the Academy campus. The house provides boarding accommodation for up to 60 male and female Sixth Form students in single, en-suite study bedrooms with internet connection via Wifi or an ethernet cable. Accommodation is arranged on separate floors for male and female students. All rooms include a bed, wardrobe, desk and chair.

On the ground floor, there is a communal common room, dining room, laundry facilities and a kitchen where boarders can cook for themselves. Additionally, there are common rooms on the male and female floors where boarders have access to refrigerators, microwaves and kettles to make light snacks. Tea, coffee, sugar, basic snacks and washing-up liquid are all provided.

Section 1

MEET THE TEAM

During boarding time, there will always be at least two members of staff in the Boarding House to look after the students. Staff take care to foster a friendly atmosphere in the house, and to encourage the right balance between study and leisure. There is a full-time resident member of staff with living quarters on each of the three house levels.

Within the boarding house, each boarder has an academic tutor who will meet with them on a regular basis to discuss academic progress and also to offer support for any pastoral issues they might have.

Email

Boarding House Enquiries: **boarding@prioryacademies.co.uk**

Head of Boarding: **jnuttall@prioryacademies.co.uk**

Boarding Administrator: **mjgray@prioryacademies.co.uk**

Telephone

Robert de Cheney Boarding House: **01522 871375**

The Priory Academy LSST: **01522 889977**

Postal address

The Robert de Cheney Boarding House
The Priory Academy LSST
Cross O'Cliff Hill
Lincoln
LN5 8PW

Our aim is to provide the best possible care for our boarders, and we feel this is best done through working closely with them and with their parents and guardians. Please do not hesitate to contact us if you ever have any concerns or questions.



Mr J Nuttall
Head of Boarding



Mrs H Moss
Deputy Head of Boarding



Miss J Bosier
Resident Houseparent



Mr A Smales
Non-Resident Houseparent



Mrs H Nuttall
Pastoral Houseparent



Mr M Moss
Pastoral Houseparent



Mrs J Burke
Matron



Mrs L Cook
Assistant Matron



Mrs M Gray
Boarding Administrator



Mrs A Yates
Catering Supervisor

Section 2

STATEMENT OF BOARDING PRINCIPLES AND PRACTICE

The Robert De Cheney Boarding House is an integral and valued part of The Priory Academy LSST. Our overarching principles are made specific by The Priory Values and The Priory Contract.

The Priory Values

Aspiration: Instilling an attitude of hard work and determination in pursuit of our goals.

Inspiration: Developing an enthusiasm for learning and igniting imagination to become our best.

Respect: Fostering a tolerant, helpful and polite approach to each other and the environment.

Resilience: Encouraging positive well-being and self-esteem.

Innovation: Nurturing confidence and bravery to embrace new challenges.

The Priory Boarding Contract

We have a contract that identifies how boarding students, staff and parents can work together to achieve The Priory Goal. (This is a slightly amended version of The Priory Contract)

As a boarding student I pledge to.....

- Have the highest possible expectations for what I can achieve at The Priory Academy LSST
- Uphold the Academy's motto of 'courage and courtesy'
- Behave well in class, in the Academy, in boarding and in the community
- Adhere to the Dress Code for Sixth Form and Boarders
- Achieve a high attendance record - anything below 96% could be a cause for concern
- Focus on learning – make every lesson count
- Take an active part in prep as an independent learner and co-learner
- Set myself challenging targets and devise appropriate plans to achieve them
- Commit to extra-curricular activities in Academy and in the community
- Participate positively in Form, House and Boarding House activities
- Take responsibility for my own living environment and the wider community
- Let a member of staff know if I am concerned about anything or anyone.

As a boarding member of staff I pledge to.....

- Ensure that boarding students achieve their full potential
- Be proactive in ensuring excellent student behaviour in The Robert de Cheney Boarding House
- Ensure that students adhere to the Dress Code for Sixth Form and Boarders
- Encourage high levels of attendance from the boarders to their studies and boarding events
- Ensure that prep is highly effective and results in student learning
- Coordinate events to cater for the needs of all students in The Robert de Cheney House
- Fully support the personal needs of the boarding students as they undergo the transition from a day student to a boarding student
- Support and contribute to the boarding extra-curricular and the Academy's residential programme
- Develop strong and supportive links with the families of the boarding students
- Develop community links for the promotion of positive educational activities
- Be aware of student concerns and communicate them effectively and appropriately

As a parent of a boarding student I pledge to.....

- Encourage my child to make the best possible use of the opportunities provided at The Priory Academy LSST and The Robert de Cheney Boarding House
- Support the Academy in ensuring that my child appreciates the Academy's views on the importance of good behaviour
- Support the Academy in enforcing the Dress Code for Sixth Form and Boarding
- Encourage my child to achieve high attendance and communicate with the Academy on attendance issues
- Support and help foster a positive attitude to learning
- Encourage the completion of prep
- Work with my child to set targets for progress
- Encourage my child to take part in at least one extra-curricular activity
- Encourage my child to take part in Form, House and Boarding activities
- Encourage my child to contribute to the community through voluntary or charity work
- Communicate any concerns I have to the appropriate member of staff



THE HOUSE AND HOW IT WORKS

The 10 Golden Rules

Although we try to make boarding as homely as possible, we do have certain expectations. After all, boarders will be living with up to 60 other students, and we need to ensure we maintain a productive, cooperative, and happy community. Respect for the following rules, which are based upon nothing more than common sense, will enable boarders to get the most out of their experience with us. Get it right, and they will have a great time in boarding.

- The Boarding House comprises three storeys. The first floor is for boys only, and the second for girls. Boarders may only mix with those of the opposite sex on the ground floor.
- When leaving and returning to the Boarding House, boarders must register in the signing in/signing out book.
- Tobacco, alcohol and any items considered dangerous or inappropriate have no place in school or boarding. If anyone is unsure, do ask the Head of Boarding before bringing anything into the House.
- Boarders are responsible for maintaining the tidiness and cleanliness of the personal and communal areas of the House.
- Meals are to be eaten in the dining room, and not in studies. Food and drink brought in for personal consumption must be stored appropriately.
- Boarders are allowed to watch films and DVDs, and play computer games and music in the house. Any such items must be age appropriate, used sensibly and not infringe upon the smooth running of the House.
- Not all electrical equipment will be allowed in bedrooms, and approval should be sought from the Head of Boarding before any such items are brought into the house. All electrical items must be checked and certified by the Academy using P.A.T. methods.
- We strongly advise against bringing valuable items but these should be kept safe and secure at all times. The Head of Boarding may be able to provide safe storage for any such items. If there are any concerns, do ask! Boarders are responsible for the safety of their possessions.
- Boarders are allowed to access Facebook and similar sites, but only in the Boarding House. These sites are blocked within school. Boarders must use these sites responsibly. Boarders are required to attend an E-safety course so they know how to use these sites in a safe manner. We take cyber-bullying seriously, and will not condone inappropriate use of the internet.
- We strive to ensure all boarders feel welcome, included and respected, and expect everyone in the Boarding House to share this attitude. To this end, we ask boarders to speak only English in all circumstances in which there are speakers of more than one language present. No conversations should take place in which anyone feels excluded as a consequence of not understanding the language being used.

Boarders' Day – Weekdays (Mon-Fri)

Time	Activity
07.30 – 08.15	Breakfast
08.15	House Registration
08.30 - 15.05	The Academy Day
15.05 – 17.45	Activities/ Free time
17.45	House Registration
17.45 - 18.30	Dinner
18.45 – 21.00	Prep
21.00 – 22.00	Activities/Free time
22.00	House Registration
23.00	Boarders in their rooms

Boarders' Day – Saturdays

Time	Activity
09.00 – 10.00	Breakfast (Sign In)
12.30 - 13.30	Lunch
17.45	Dinner (Sign In)
22.00	Registration
00.00	Boarders in their rooms

Boarders' Day – Sundays

Time	Activity
10.00 – 12.30	Brunch (Sign In)
17.45	Dinner (Sign In)
21.30	Registration
23.00	Boarders in their rooms

The weekends offer an opportunity for students to relax and unwind, to follow their own interests, and to participate in regular Sunday excursions.

Prep

During the week, time is set aside for boarders to undertake academic work. We refer to this period of time as 'prep'. Prep lasts from 18.45-21.00 from Monday-Thursday. During this period, boarders are expected to make productive use of their time, and to work by themselves in their rooms. However, they are more than welcome to study in groups, and to make use of the common areas on the ground floor – they just need to ask staff beforehand. Staff will be on hand to offer help and advice during this time. All boarding tutors are qualified teachers, and will be more than willing to help. We expect students to respect the rules, and to work independently during this time, and we provide support for those who might benefit from a little bit of extra help.

Meals

Boarders are provided with three meals a day, seven days a week. Breakfast and evening meals are served in our own dining room. Lunch/Brunch is served in the boarding canteen on Saturdays and Sundays only; during the week lunch is offered at the Sixth Form Centre on the Academy site.

We can cater for most dietary requirements including vegetarianism, religious observations and allergies. Please inform boarding staff in advance if a specialist diet is required. With ample notice, we will accommodate such requirements happily.

We encourage healthy eating. Fresh fruit, vegetables, juice and water will be available to boarders at mealtimes, and snacks (including fruit, bread and milk) will be available outside of mealtimes.

Each floor has its own common room and kitchen, enabling boarders to prepare hot drinks and snacks. Boarders must ensure that they keep these facilities clean and tidy at all times.

Laundry

All clothing, bedding and towels brought into the house must be name-labelled. We will not be able to wash clothes which are not labelled. Bedding will be washed weekly.

We can arrange for suits and other such items of clothing to be dry-cleaned. The cost of this can be added to the bill for incidental expenses.

Uniform

Just like day students, boarders are expected to adhere to the Academy Sixth Form standards of dress during Academy hours. Details of our expectations can be found by clicking on this link: <http://www.priorylst.co.uk/page/?title=Uniform+and+Dress&pid=101>; or by following Sixth Form > Sixth Form Life > Uniform & Dress on the Academy website.

Personal Appearance

Boarders are expected to take pride in their appearance. The Academy has very high standards to which boarders are expected to adhere fully. The Sixth Form dress code must be observed and personal appearance must be in line with Academy standards. Additionally boarders are expected to have good hygiene standards and are expected to wash and keep their clothing clean. We do not permit tattoos or body piercings. If you need clarification, please consult boarding staff.

PERSONAL POSSESSIONS

What to bring...

- Single duvet covers, pillow cases and sheets x 2
- Towels (2 bath, 2 hand and 1 for sports)
- Sufficient items and numbers of items to enable boarders to adhere to Sixth Form standards of dress.
- Sufficient and appropriate casual clothing
- Swimming costume/trunks
- Pyjamas which are suitable and not revealing
- Sports trainers
- Casual shoes
- A school-appropriate coat
- Toiletries
- Pens, pencil, notepaper, folders (The Academy does not provide such consumables)

It might be a good idea to bring...

- Additional sporting clothing/equipment
- Snacks
- Photos and pictures of friends and family
- A laptop capable of accepting an Ethernet cable
- Dressing gown
- Slippers or house shoes
- A scarf and gloves - it can get cold in Lincolnshire!
- Laundry bags
- Anything else you consider important (and appropriate for boarding, of course)



Games and Electrical Equipment

Boarders are encouraged to bring their own appropriate electrical equipment to the boarding house. Such equipment must be PAT tested by the Academy before it can be used in the boarding house. This will take place in your first few days in September. The house has games consoles available for boarders to use. There is also a pool table, table tennis table and air hockey in the ground floor common room.

Please be aware that boarders will need to bring three-pronged plugs to use any equipment from overseas. Additionally, please check the voltage requirements of any overseas equipment.

Internet and Email Usage

Within the boarding house, access to the internet is available via Wifi and Ethernet cables. All boarders will sign a usage form before being allowed to access these facilities.

Security of ICT equipment and internet access is essential and is the responsibility of all staff and students using ICT.

Each student will be provided with an email account and an e-portfolio which can be accessed remotely. Reasonable effort will be taken to ensure that network and internet use is safe. Irresponsible use by students will be subject to sanctions.

Boarders must not:

- Download games, music, ringtones or films from the internet.
- Use the internet for malicious purposes including illegal activity, hacking, bullying or abusive behaviour.
- Access unsuitable sites.



Section 4

GENERAL INFORMATION

Having your say

We expect our boarders to take responsibility for their environment, and work as hard as we do to ensure their experience of boarding is as good as it can possibly be. To this end, we encourage boarders to let us know their thoughts and opinions about how the house operates. There are a number of ways in which they will be able to do this, including:

House Council - Boarders will meet regularly to discuss any issues they may wish to raise. House Council members will also serve as representatives for the school council.

Food and Eco Committees – Boarders will meet regularly to discuss matters related to catering and recycling within the boarding house.

Suggestion boxes - Boarders can post suggestions or points in the suggestion boxes which are regularly checked by staff.

Prefects - If boarders do not want to bring their points up directly with a member of staff, they can suggest them via the Head Boy and Head Girl, who liaise with staff.

Satisfaction questionnaires - A satisfaction questionnaire will be handed out to boarders regularly to get views on the activities, meals and other issues.

As a boarder, with whom can I speak if I have a problem?

Remember, you probably have friends who may be able to help you, or there may be someone in your year group, or the year above to whom you can turn.

The Head of Boarding, or any other member of the boarding team, will always want to help.

We have an Independent Listener, who does not work for the Academy, whom you can contact if you have any concerns or just want to talk with someone. Contact details are displayed in the common rooms.

The Children's Commissioner and her team work on behalf of children living away from home, and should be seen by boarders as a potential avenue for discussing any matters they feel important. The Children's Commissioner's team can be contacted on 0800 528 0731; by writing to Office of the Children's Commissioner, Sanctuary Buildings, 20 Great Smith Street, London, SW1P 3BT; or by accessing the following website: www.childrenscommissioner.gov.uk

Exeat Procedures

The boarding house is open during term time, but boarders are able to spend time with friends and family at weekends. The weekend arrangement procedure, outlined below, helps to ensure students have some freedom, whilst keeping boarding staff aware of their movements. Please do ensure this is read and understood. We will assume parents and guardians are happy with these arrangements unless we hear otherwise.

By Wednesday each week, boarders should complete the weekend arrangement documentation, making it clear where they intend to spend the weekend. If they intend

to spend the weekend in the boarding house, no further action is required. If they intend to spend the weekend with their family or educational guardian, they must make this clear on the form and provide additional details as requested. We will contact parents in such circumstances to ensure the details given by boarders are accurate. Should boarders wish to spend the weekend at the home of a friend, we will require permission from the parents of both the boarder and the friend in question before releasing them.

Similar arrangements exist for the start and end of Academy terms.

Exeat – additional information

Family and friends are welcome to visit by prior arrangement, but are unable to stay in the boarding house. Local hotel details are available from boarding staff.

Out of courtesy, and to ensure we can accommodate requests, boarding staff should be made aware of any such visits as early as possible.

At the start of each module, the boarding house will open at a time specified well in advance. It is the responsibility of the parent/carer/educational guardian to ensure that the student is cared for prior to that time.

When returning to the boarding house from overseas, boarders can deposit their passports with boarding staff.

During exeats and half-terms, boarders must adhere to the highest standards of behaviour expected during term time. The boarding house has a duty of care towards all boarders and any poor behaviour outside Academy premises may reflect poorly on the Academy and on boarders themselves.

Absence

While it is not ideal, we do appreciate that – from time to time – it may be necessary for boarders to depart from the Academy before the end of term, or arrive back at school after the commencement of term. Requests for absences should be addressed to the Head of Boarding in the first instance.

Cash, possessions and bank accounts

We strongly urge boarders not to bring large amounts of cash or valuable items into the house. All students have lockable areas in which to keep any such valuables should they choose to bring them into boarding. Should a boarder need to bring a particularly valuable item or a large amount of cash into the house, it should be brought to the attention of a member of staff. Such items can then be stored in our secure safe. If they have not done so already, we advise students to open a bank account from which they can withdraw money as required, and which parents can access electronically.

Personal insurance

We recommend parents take out personal insurance to cover the personal possessions boarders bring with them to the boarding house.

Additional costs – incidental expenses bill

Boarding generally attracts additional costs, whether these come from weekend excursions or from the purchase of house paraphernalia, such as t-shirts. We operate a billing system (referred to as incidental expenses) which enables boarders to add items, such as the cost of a weekend activity, to their bill. Bills will be sent to parents at several points throughout the academic year. This system allows us to run a varied and responsive extra-curricular programme for the benefit of our boarders. We expect boarders to discuss any such costs with their parents before opting to participate in any such activity. We will strive to keep costs for such activities as low as possible, and will seek permission from parents for anything we consider to be particularly expensive.

Section 5

TRANSPORT

Should boarders be dependent upon rail transportation to get to and from the boarding house at the start of each week or term, they will probably need to book a taxi to travel to and from the train station. Boarding staff will be able to provide contact telephone numbers for such companies; please do ask.

Cars

Due to the very limited availability of parking spaces, we cannot guarantee parking for boarders on campus. Boarders will need to hand in car keys to boarding staff while their car is at the Academy. For the most part, the use of cars by boarders will be limited to coming to the Academy and going home at the start and end of each week/module. The Head of Boarding will seek permission from parents before allowing boarders to offer lifts to, or accept lifts from, other students.

If students join a club or society in or around Lincoln, they may use their car to get to and from such meetings or club events, but must follow the same procedures as above for collecting and handing in their car keys to the person on duty, and ensure they have the permission of the Head of Boarding before doing so. It could well be the case that more than one student joins such a club, and one is in a position to drive their fellow student(s) to and from such meetings or club events. Should this be the case, parents of both the driver and the passenger(s) will need to ensure they inform the Head of Boarding of their consent either in writing or via email. Without such consent, the Head of Boarding will not allow boarders to drive other boarders, or allow boarders to travel in the cars of other students.

Should a boarder wish to use their car to get to and from the Academy, they will need to register their interest with the Head of Boarding as early as possible. Before permission is granted by the Head of Boarding for such an arrangement, we will need to be in receipt of a boarders' driving agreement, signed by a parent/educational guardian, the student and Head of Boarding. A copy of this agreement will be issued by the Head of Boarding once a boarder expresses an interest in bringing their car to the Academy.

Students' use of cars, and travelling in other students' cars or those of parents or other adults

Should a student join an out-of-school club, such as a local rugby or gymnastics club, it may be that they are required to attend fixtures which involve travel in the cars of fellow club members, team mates, or parents of such club members or team mates. Should this be the case, the student should explain the situation to their parents who, in turn, should contact the Head of Boarding to give consent (or otherwise) either in writing or via email. This will need to be done sooner rather than later, as failure to do so could result in the boarder missing fixtures or meetings.

Section 6

EAL SUPPORT

At the start of September, we conduct CAT tests and 'baseline tests' in reading, spelling and writing for all boarders who speak English as an additional language. This is to identify if there is any additional support needed, especially with English, as early as possible to try to ensure that we are meeting the needs of all students.

Linked to this academic support, we will also be providing support for any boarders who will be taking the IELTS test while in the Sixth Form. There is no extra cost to parents for EAL or IELTS lessons.



Section 7

REWARDS AND SANCTIONS

Rewards

Rewards are used to ensure boarding is a productive, co-operative and happy experience for all. A variety of methods will be used to promote positive behaviour, and to let boarders know we appreciate their hard work, good manners, respect and dedication. Examples of such rewards include special mentions in house meetings, entry into the house raffle, nomination for the 'Student of the Module' award, and consideration for boarding prefect positions. Our House System also provides opportunities for rewards including a meal out for the winning House at the end of the year.

Sanctions

Inappropriate behaviour has no place in boarding. The purpose of sanctions is to ensure that such actions are eradicated, and boarders are able to enjoy a productive, co-operative and happy environment. Sanctions used vary according to the severity and frequency with which rules and expectations are broken. Sanctions will be appropriate to the infringement, and range from verbal warnings to exclusion. Detailed records are kept, and boarding staff monitor these records regularly to ensure fair and just treatment of boarders.

Smoking, drugs (including 'legal highs'), alcohol and illegal substances

The boarding house and Academy site is strictly non-smoking. Boarders should not bring smoking apparatus/cigarettes or tobacco into the boarding house.

Similarly, the possession and/or consumption of alcohol in the boarding house, Academy site and whilst in the care of the boarding house staff is prohibited. There may be instances during the year when students may partake in an alcoholic beverage, such as at the Boarding House Christmas Dinner. However, parental permission will always be sought beforehand and parental decisions on this matter will stand.

Possession and/or consumption of illegal drugs, as well as those substances classified as 'legal highs', in the boarding house, on and off the Academy site and at any time whilst in the care of the boarding house/Academy staff is strictly prohibited. Possession of such drugs or drug paraphernalia will lead to permanent exclusion from the Academy, and, therefore, boarding.

The boarding house exercises a strict zero tolerance policy on these matters.

Section 8

HEALTH MATTERS

Boarders will need to complete the boarders' medical questionnaire and return by post or email before the start of the academic year. It is important that this is completed fully. Unless we are informed otherwise, boarders will be registered with a local NHS doctor upon arrival so please provide an NHS number where applicable.

Medications are kept in the Boarding House First Aid room and will be signed in and out by staff upon usage. Boarders must not bring over-the-counter medicines with them; these will be available from the First Aid room.

Those bringing prescription medication into the house should ensure they have with them directions for usage from a doctor and a note from a parent/guardian (both written in English) explaining the reason for the medication and for how long it will be required.

If a boarder requires emergency hospitalisation, a member of boarding staff will accompany them to the hospital and parents/carers will be informed as soon as possible. Educational guardians or parents/carers will be expected to take responsibility for the boarder as soon as they can, and to return them to the boarding house when appropriate.

If boarders require a dental appointment or require the services of an optician, staff at the boarding house will give them the necessary information to be able to make an appointment. All costs, including transport, must be met by the boarder. Neither the boarding house nor Academy can take responsibility for any costs incurred for any medical treatment, emergency or otherwise.

Boarding staff will endeavour to inform parents/guardians if and when their son/daughter is prescribed any medication by a GP or medical practitioner. However, there may be incidences when boarders arrange their own appointments and are prescribed medication without staff knowledge, or boarders are prescribed a medication and are considered "Gillick competent" to have responsibility for this medication. In these situations, boarders may choose not to pass information on to parents. Such examples could include, but are not limited to, family planning medication and services.

Boarding staff will always encourage boarders to discuss such medical matters with parents/carers but staff may also have a duty to respect the wishes of any boarder who does not wish to share this information.

Section 9

RELIGION

Boarders are encouraged to follow their religious practices within the boarding house. There is a broad range of places of worship within Lincoln and they cater for a wide variety of faiths. Boarders can consult boarding staff, who have a list of places of worship and services available in the local area. Boarders are responsible for making their own way to services and arranging transport to and from such venues, but boarding staff will offer help wherever they can. Parents/carers must notify boarding staff if their child has any additional requirements as a result of a religious observation.

Section 10

MAKING A COMPLAINT

In boarding terms, it would be unreasonable to log every moan or grumble that boarders make as most points of this nature will be resolved, or cease to be important, very quickly. A good rule of thumb for distinguishing between an issue which can easily be resolved quickly and a complaint, therefore, will be for us to ask the complainant (student or parent) whether they wish for the complaint to be logged.

If you have any complaint, you should discuss this in the first instance with boarding staff. The Head of Boarding or Deputy Head of Boarding will be available to discuss any issue. If you feel the outcome of this discussion is unsatisfactory, you can bring this to the attention of Mrs Hopkinson (Headteacher).

If you submit a formal written complaint, you will receive a response within 48 hours noting that your complaint has been received and is being looked into.

Formal written complaints should be addressed to Mrs Hopkinson.

Please see our Parental Communications and Complaints Policy for further details, via the link provided or by following Policies > Policies Section > Student Welfare on the Academy website.

Should you feel your complaint has not been dealt with satisfactorily through these channels, you may wish to contact Ofsted, which can be reached on the following number 08456 404040.

The Children's Commissioner and her team work on behalf of children living away from home, and should be seen by boarders as a potential avenue for discussing any matters they feel important. The Children's Commissioner's team can be contacted on 0800 528 0731; by writing to Office of the Children's Commissioner, Sanctuary Buildings, 20 Great Smith Street, London, SW1P 3BT; or by accessing the following website: www.childrenscommissioner.gov.uk.

Please feel free to talk to boarding staff at any time. If you have concerns, confusion, or doubts, please discuss them with us, and preferably do so sooner rather than later.



Section 11 AND FINALLY...

Lodgings for parents

Very close to the Academy is Mill Lodge, a hotel and restaurant. The team at Mill Lodge is happy to provide overnight accommodation and meals for parents wishing to spend a few days in Lincoln at the start or end of any term. The hotel can be contacted by telephone on 0871 527 8604 and their website is available at the following address <http://www.premierinn.com/gb/en/hotels/england/lincolnshire/lincoln/lincoln-canwick.html>

Any questions?

Having read through this document, you may feel there are a number of questions which have not been addressed (and there are maybe new ones which have been generated as a consequence of reading it). If this is the case, please do not hesitate to contact the boarding house.

We are sure you share our goals of wanting to ensure your son's/daughter's experience of boarding at The Priory enables them to fully realise their potential in all spheres, to build friendships which last their lifetime, and to thoroughly enjoy themselves. We are very much looking forward to working with you in this new and exciting venture.



Section 12

EDUCATIONAL GUARDIANS

In the case of parents who live abroad, educational guardians are a vital link. Students will spend holiday time either returning home or with their educational guardian. Therefore, all overseas students must have an appointed educational guardian who can be contacted in the absence of parents. Please note that there may be occasions when the educational guardian has to fetch the student from the Academy (for example, for reasons of illness or matters of discipline) and so

it is important the educational guardian is accessible and not too distant from the Academy. If you have not done so already, please ensure you pass on to us contact details (telephone numbers, email addresses and postal addresses) of your son's/ daughter's appointed guardian. Attached to this booklet you will find an educational guardian contract. Please do complete this, and return it to us at your earliest opportunity.



EDUCATIONAL GUARDIANSHIP
AGREEMENT**This document is for those students whose parents/carers live overseas**

The Priory Academy LSST promotes the safeguarding and welfare of every student and boarder. Following the Children Act (1989), the Protection of Children Act (1999) and the Care Standards Act (2000), we require parents/carers of boarders who live overseas to appoint an educational guardian to act on their behalf. This legislation protects the rights of children and requires the provision of 'proper and appropriate care'.

Although the Academy undertakes to care for each student, boarders need the additional care and support of a trusted adult from outside the Academy to form a link with home. Parents/carers should agree with the educational guardian the duties delegated to them. These would typically include the provision of a 'home from home' during the times when the boarder is not at school but cannot travel home. The educational guardian would ideally support the boarder by attending Parents' Evenings and to provide advice and to offer support when required.

Educational guardians are not legal guardians, and the Children Act 1989 does not permit parents to surrender their parental responsibility to others. What a parent/carer may do is to "arrange for some or all of it to be met by one or more persons acting on his behalf", as when the child is entrusted to the Academy.

During term-time the Academy is legally responsible for each student's welfare, and undertakes delegated parental responsibilities. However, there are times (e.g. holidays; prolonged illness; or if, regrettably, the student is suspended from the boarding house) when the Academy must be able to hand over these parental responsibilities to an appointed educational guardian.

All students with parents/carers living overseas MUST have an educational guardian in the UK. The Academy does not appoint educational guardians in order to avoid any possible conflict between the interests of the parent/carer, the educational guardian and the Academy and because the Academy is not in a position to control arrangements in the educational guardian's home as it does in the Academy or the boarding house.

It is therefore the parent's/carer's responsibility to appoint an educational guardian.

An appointed educational guardian should:

- Act with delegated parental authority in case of an emergency and make proper arrangements for medical care in cases of prolonged illness.
- Respect the rights, religion and customs of a student in their care.
- Provide pastoral and educational support if required.
- Be responsible for holiday arrangements, informing the Academy in writing of travel and accommodation details prior to a student leaving the Academy for a weekend or a longer holiday period.
- Liaise with the boarding staff on the parents' behalf in matters relating to the student's welfare
- Be a point of contact for parents, student and the Academy (and host family where appropriate).

At the start of each half term, access to the boarding house cannot be guaranteed before the published time and it is therefore the educational guardian's responsibility to ensure that the child is cared for prior to that time.

The ideal situation is one in which parents can appoint a relative or family friend to be the educational guardian, but this is not always possible. An educational guardian may be a relative or family friend who is a UK resident over 21 years of age and who is not a full-time student. If such a contact in the UK is not available, educational guardians can be provided by a reputable educational guardian organisation.

It is important that all parties understand clearly what their responsibilities are and that these are agreed in writing. The Academy provides a basic agreement form. **The following form should be read carefully, signed by a parent/carer and the educational guardian and returned to the Academy at least one week before the child enters the school (or as soon as possible for students resident outside the European Union).** If parents wish to substitute their own agreement, they must provide the Academy with a copy of the agreement, signed by both parent/carer and educational guardian.



NOMINATION OF EDUCATIONAL GUARDIAN

(To be completed by parents of overseas students)

Please return to the Academy, c/o Mrs M Gray, Boarding Administrator

Name of Student (block capitals)

Name of Educational Guardian or Educational Guardianship Organisation

Address of Educational Guardian or Educational Guardianship Organisation

Tel:..... Mobile.....

Email:..... Fax:

Parent's Name: Educational Guardian's Signature:

Date:

Signature Date:.....

The above-named person/organisation has agreed to act as educational guardian to my son/daughter and to undertake the following responsibilities:

1. To provide a point of contact throughout the Academy term and to be ready to accommodate my son/daughter at short notice in case of emergency.
2. To provide suitable accommodation for my son/daughter and an appropriate degree of care and supervision during weekend or half term breaks and at the beginning and end of terms if travel arrangements do not coincide with the Academy's term dates or times of arrival or departure from the boarding house.
3. To make suitable alternative arrangements (in consultation with me) if unable to accommodate my son/daughter and to inform the housemaster/housemistress of any such arrangements.
4. To be ready to liaise with the Head of Boarding on my behalf in any matters relating to my son's/daughter's welfare (e.g. academic progress, uniform and equipment, pocket money).
5. To inform the Academy in writing about all travel arrangements and to provide all the necessary details prior to my son/daughter leaving the school for a weekend break or a longer holiday period.
6. To be ready to attend important parent/teacher meetings or any other special meeting at the Academy on my behalf.

I confirm that the above-named person is over 21 years of age, is resident in the UK, and is not a full-time student living in accommodation provided by another educational institution.

I undertake to notify the Academy in writing of any change of educational guardian and to provide full contact details of the new educational guardian. I accept the Academy's terms and conditions regarding the appointment of an educational guardian for my child.

DECLARATION

We have read and understood the Boarding Handbook, and accept and agree to the conditions and procedures outlined therein.

Student

Name:.....

Signature

Dated:.....

Parent/Carer

Name:.....

Signature

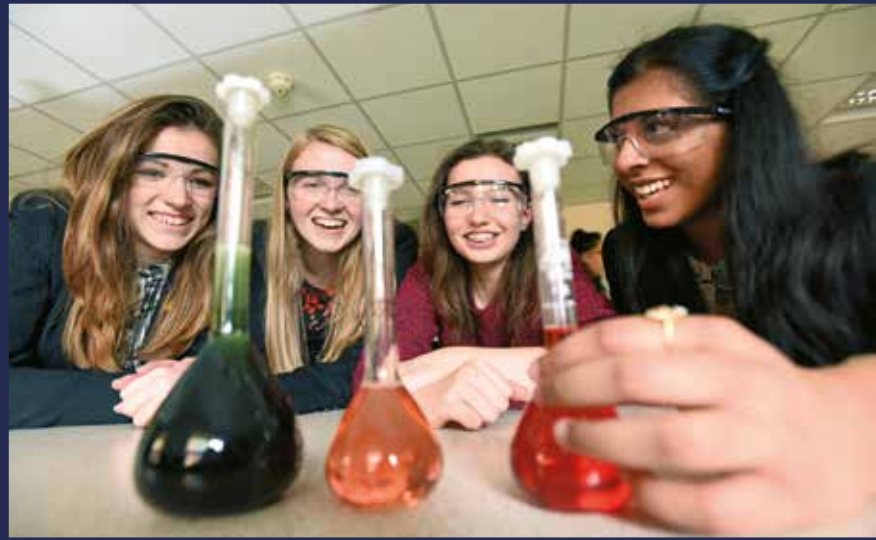
Dated:.....

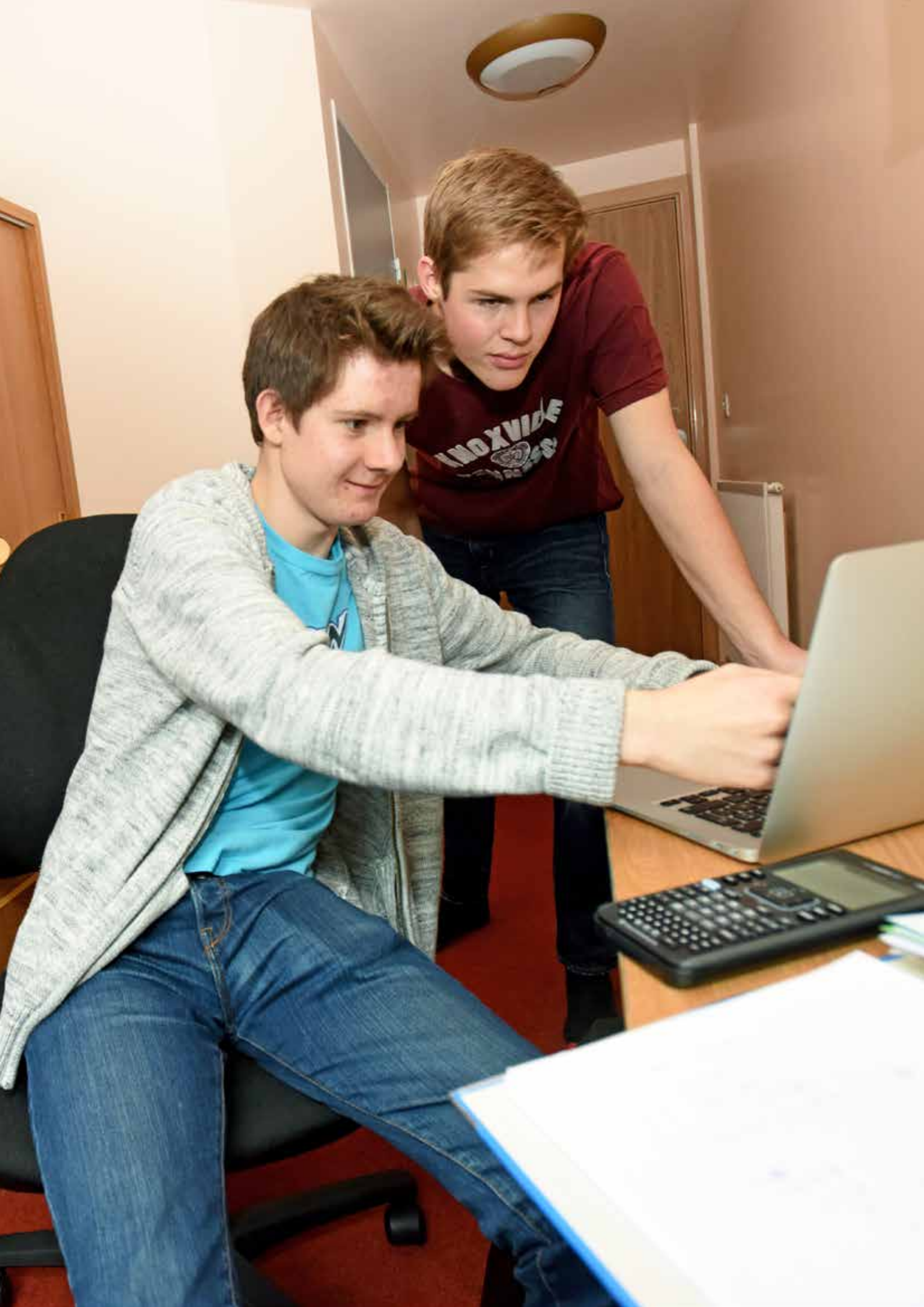
Parent/Carer (if applicable)

Name:.....

Signature

Dated:.....







For a flavour of life in our boarding house, please visit our boarding blog at
www.prioryboarding.co.uk

T: 01522 889977 E: boarding@prioryacademies.co.uk
www.priorysst.co.uk