CARDIFF SIXTH FORM COLLEGE

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BOARDING HANDBOOK

Cardiff Sixth Form College, **Cardiff**

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WELCOME TO BOARDING

Cardiff Sixth Form College prides itself on a unique boarding experience, with our city centre location being a major draw for those living with us. Within a 5 minute walk of our two boarding houses, we have Cardiff Queen Street station, supermarkets, gyms, shopping centres, restaurants and many more amenities that you may need.

Our students live in a vibrant multi-cultural environment where we actively encourage them to learn about each other's communities and cultures through a range of activities throughout the year. Our boarders enjoy a safe, caring and happy environment where we strive for the sense of belonging and a 'home away from home' for our students. The common ground that we all share is mutual respect for others and a desire for knowledge and learning both in and outside the classroom.

> *"At Cardiff Sixth Form College, the sense of a home that is fostered in the boarding houses is incredibly valuable. The boarding staff are always available to listen and provide support. Living in boarding has given me the opportunity to fully immerse myself in a diverse community of individuals from different parts of the college and the world. Over the course of my three years here, I have developed close relationships with peers from various year groups and have managed to maintain those connections. The boarding houses also offer a variety of engaging activities such as cooking and small competitions that are both enjoyable and enriching. Personally, I have made an effort to participate in as many of these activities as possible throughout my time here!"*
>
> *- Ekaterina, One Year GCSE and A Level Student, Boarding House Representative (Shand House)*

For most, this will be the final step of school life before embarking on their University journey. With this in mind, we try to foster a sense of independence within our students, by helping develop a few life skills alongside providing the comfort that comes from being with a community of friends. We encourage our students to make the most of what the college and the city had to offer, in order to develop and prepare themselves for life in higher education.

In our boarding houses, our students receive high quality accommodation alongside outstanding pastoral care. We aim to support and develop our students' skills in a nurturing environment. We have over 300 boarders, a diverse mix of international, European and British pupils, all of whom enjoy a close relationship with the house parents that live on-site to look after them.

In addition, there's a thriving extracurricular activity program, with clubs such as the Glee club, sports teams, charity work and many activities. Boarders also benefit from weekend excursions, activities and cultural visits which makes leisure time enjoyable.

The boarding team is always available to help with any questions or issues our students may encounter during their time with us and are proud to share in our students' successes. Please do not hesitate to contact us with any other questions you may have, we will always do our best to help!

Ceitho Anwyl Williams
Head of Boarding

BOARDING PRINCIPLES

Located in the heart of Cardiff, the capital of Wales, Cardiff Sixth Form College students are able to access the amenities of a city with purpose-built accommodation, furnished tastefully with a contemporary feel. It has an inclusive, international outlook that values student autonomy and academic success. With a large percentage of international boarders, we look to offer a high standard of pastoral care and a family atmosphere alongside the outstanding academic standards the school demands. We are aware and proud of the fact we are not a 'traditional' boarding school and look to nurture independence amongst our student cohort so that our pupils are thoroughly prepared for university.

BOARDING PRINCIPLES

The school believes in a values-based education where we should be inspiring the students to reach their potential and achieve their goals. This approach looks to reinforce key values which CSFC regards as important preparation for a pupil's life beyond school. Specifically, it aims to fulfil the following:

1. To develop the whole person and **a culture of independence** in preparation for future life at university and beyond.

2. Within CSFC, **learning is the primary focus.** The atmosphere within the boarding house should reflect this. It should be conducive to study and both promote and value academic progress and achievement.

3. To produce an **open and trusting atmosphere** in which all members feel able to approach any other member of the community (staff or pupil) confident that they will be treated with respect and courtesy.

4. To encourage the development of each pupil's character, talents, independence and sense of responsibility by offering a wide range of **extra-curricular activities** and opportunities for leadership. This will be driven through the pastoral and inter-house programmes.

5. To provide **accommodation that is comfortable** and suited to the needs of boarders, according to age and maturity, and which provides reasonable levels of privacy.

6. A high priority is placed on **maintaining pupils' safety** around the school site and within the local area. In addition to clear guidelines for pupils themselves, CSFC is covered by CCTV cameras and has a 24-hour security presence.

7. To ensure that **pupils are not discriminated against** paying particular regard to cultural background, linguistic ability, special educational need, sexual orientation, gender or academic or sporting ability. This will be achieved through the active promotion of British values and through providing positive staff role models to support student's development as a rounded and caring individual.

BOARDING PRACTICES

Cardiff Sixth Form College has 2 boarding houses. Adam Street Gardens is separated into two blocks; F Block for males and B Block for females. Our other boarding house, Shand House, is a mixed gender house, with students separated appropriately by floor and key card access.

All CSA students are housed in Shand House, separated by key card access from the older students. There are a number of breakout/common room spaces for use solely by the CSA students. Fully equipped kitchen facilities for the CSA students are also available, which are supervised by staff.

Boarding at CSFC is the responsibility of the Head assisted by the Deputy Head, Pastoral and the Head of Boarding. The Head of Boarding is the immediate point of contact for the house parents.

SUPERVISION

There is boarding staff supervision in the houses at all times and each house has a duty mobile phone to allow full and immediate access and communication in support of this supervision. In addition, there are safeguarding numbers that are known by all staff and students should an immediate child protection incident arise.

The boarding team consists of senior house parents (SHPs), house parents and graduate residential assistants (GRAs), assisted by Student Support Officers (SSOs). Each member of this team has clearly defined job roles and a published job description which details their particular responsibilities. SHPs, house parents and GRAs are line managed by the Head of Boarding and SSOs are line managed by the Student Services Manager, who produce and publish rotas accordingly.

Regular weekly meetings of boarding staff take place as well to ensure the effective exchange of information. Additionally, a handover of duty takes place when members of staff on duty change, again with all relevant information exchanged through the use of the shared boarding diary. Incident reports will be recorded and maintained within the house through the use of REACH boarding software to ensure a formal record is kept of all incidents. House registers and a fire log record book are kept including details of any absences.

Medical matters are the responsibility of the School Nurse under supervision of the Deputy Head, Pastoral. Pupils are also registered with the local GP. In addition, there is a Wellbeing Officer who is available for students to speak to regarding a variety of pastoral, safeguarding and mental health issues.

ADDITIONAL PRACTICES

The school seeks to offer a high standard of catering. A vegetarian option is always available, and the catering staff will meet all dietary requirements. Halal options are also provided.

The school recognises the importance of regular communication between boarders and their parents. All pupils have access to the internet and are allowed mobile phones. House parent phones are also available for use in emergencies.

Boarders are not required to be away from school any weekends with the exception of winter and summer holidays. Leave may be granted when requested by pupils and parents. The school will endeavour to provide an extensive and varied programme of excursions and activities available on weekends.

Living with others in a boarding house places obvious limitations on personal privacy. It is expected that staff and pupils respect the privacy of others as far as possible. Staff should 'knock and wait' before entering student's study bedrooms; pupils should be allowed to dress, undress and wash free from unnecessary staff intrusion.

Boarding House Representatives are students selected to represent each house and are essential to the smooth running of the houses. They endeavour to promote the school's boarding principles and attend council meetings to involve a student voice in the running of the house.

ACCOMMODATION & HOUSEKEEPING

BOARDING HOUSES

Cardiff Sixth Form College has two boarding houses; Shand House and Adam Street Gardens. Both boarding houses are mixed gender. In Adam Street Gardens, female students reside in B Block and male students reside in F Block. In Shand House, floors are designated single sex, and students have key carded access to their specific floor.

A common room is available on both sites for students to socialise and watch television/play games. These common areas are shared spaces, so students are expected to treat them with respect, speak English at all times, and keep the areas tidy and clean. Common spaces designed for younger students in Shand House are restricted, for GCSE and CSA student use only. A laundry room is also available in both boarding houses for student use.

ROOM TYPES

You will be placed in one of three room types:

- **Studio Room:** Self-contained en-suite room with a small kitchenette
- **Cluster Room:** En-suite bedroom, with a kitchen shared with 3 to 7 other students.
- **Twin Room:** Private bedroom, with a shared bathroom, and kitchen with one other student.

Whilst every effort is made to place students in the room type and boarding house of preference, this is not always possible and cannot be guaranteed.

All bedrooms are equipped with a bed, desk, wardrobe, and additional storage space. All kitchen spaces are equipped with a fridge and microwave at a minimum.

All rooms have free access to the internet through a broadband connection and Wi-Fi. The internet is filtered to stop restricted web content.

You will receive a key fob or room key which will allow access to their boarding house, floor and room. You will be responsible for the safety of these; they should never be lent to others and if lost should be reported to boarding staff immediately. If lost, you will be liable for replacement costs.

Mid-term changes of rooms are not permitted unless authorised by the Head of Boarding.

Adam Street Gardens

Shand House

PERSONALISING YOUR ROOM

You may personalise your room with your own belongings, and you are able to put up photos, posters etc. We ask that you only pin up photos on the notice board area provided in your room to avoid damage to the walls. You must not paint on your walls.

PROHIBITED ITEMS IN THE BOARDING HOUSE

The following is a list of items that are prohibited in the boarding house. This list is not exhaustive.

- Pets or animals of any kind.
- Heated blankets or electrical/gas heaters.
- Candles, incense burners, or any item with an open flame.
- Plug in pots, pans and hobs.
- Alcohol, cigarettes (including e-cigarettes and vapes), or illicit drugs.
- Prohibited medications and supplements (see page 17).
- Concealable knives, including swiss army knives.

Kettles, and any other kitchen appliances, are also prohibited in the bedrooms of students and should only be kept in kitchen spaces.

Any of the above items, if found, will be confiscated from the student by boarding staff. Students may face sanctions for having the above items in their rooms, in line with the colleges Behaviour, Rewards and Sanctions Policy.

ACCOMMODATION & HOUSEKEEPING

ROOM CLEANING

We recognise that being away from home and having to take responsibility for your own room may be a new challenge for many students. Our boarding team is here to support you in keeping your rooms clean and tidy.

Your room will be cleaned by our team of cleaners once a week, but you are expected to maintain a good level of tidiness so that the cleaners are able to easily access and clean your room. You will need to vacate your room for the time required by the cleaners in order to provide this service.

This includes sustaining a high standard of hygiene and ensuring all clothes and cooking equipment are regularly washed.

Students who fail to keep their room tidy will be asked to and be expected to rectify any issues promptly. Regular issues will result in more regular room checks by staff. Anyone failing to maintain reasonable standards of tidiness in rooms may be charged for extra cleaning. This means we have had to ask the cleaning team to clean the room to get it back to an acceptable condition.

ROOM CHECKS, AUDITS & INSPECTIONS

Room Checks are conducted on a weekly basis by boarding staff, including house parents, GRAs, cleaners and SSOs. This is to ensure that you are living in a clean, healthy and safe environment. If there are any issues with the tidiness/cleanliness of your room, the staff will let you know, and it is expected that you will remedy this promptly.

Room Audits occur termly and are there to ensure that rooms are up to standard and to check for any maintenance requirements. Students will be informed a week in advance before a room audit takes place.

Room Inspections only occur to check for any prohibited items and are only authorised by Senior Management or the Head of Boarding. Students will be informed before an inspection takes place, and two members of staff will always be present for a room inspection. All room inspections are recorded in the school log.

EXAMPLE ROOMS KEPT TO A GOOD STANDARD

BEDDING & LAUNDRY

You will be provided with a pillow, duvet and bedding (pillow case, duvet cover and fitted sheet) on arrival at the college. You are also welcome to purchase your own bedding if you wish.

Bedding is changed by all students once every two weeks, and handed in to be cleaned by the housekeeping team. When handing in their used bedding, students will receive a clean set of bedding and will be expected to replace this on their beds immediately. House parents will check that this has been done.

All students, excluding CSA students, are responsible for washing their own clothes and towels. Laundry rooms are available on both sites for use in the evenings and weekends. Please ensure you observe the operating instructions for the machines carefully.

CSA students have access to a weekly laundry service provided by the housekeeping team for uniform and other personal clothing. This is limited to one laundry bag, provided by the college, a week. Any additional laundry needed will be the responsibility of the student.

ACCOMMODATION & HOUSEKEEPING

NOISE

Please be considerate of others around you, and respect their right to quiet, especially between the hours of 10:00pm and 7:00am. Students are expected to be in their boarding houses and on their floors by 10:00pm, and in their rooms with lights out by 11:00pm. Any music devices that cause a nusiance to other residents or neighbours may be removed by boarding staff.

Students are able to contact the house parents at any time during the night hours to report any noise that may be causing a disturbance, which staff will investigate.

DAMAGE & REPAIRS

We understand that accidents happen. If you cause any damage, please report this to a member of the boarding team as soon as possible. Similarly, if there are any maintenance issues in your room, report these immediately.

Students, and visitors to the boarding houses, must respect the college's property and act appropriately to avoid any damage, e.g. no ball games inside, play fighting etc.

Both boarding houses have maintenance staff available on weekdays and in emergencies. Students should not attempt to fix damage themselves, and must not attempt to change light bulbs or repair any electrical items.

STORAGE OVER THE HOLIDAYS

Students are able to store all their personal belongings in their rooms over the Christmas break, but must remove all belongings over the Summer break. Storage suggestions for the summer will be given to students during the school year.

ELECTRICAL APPLIANCES

All electrical appliances will be subjected to a termly electronic Portable Appliance Testing (PAT) safety check. All electronic items need to be tested before they can be used within the boarding house. Once tested, items will be labelled with the date of the test and the initials of the tester - these labels must be left on the device. Any items which fail the test or any items which do not have a label will be removed. Comprehensive guidance on PAT procedures is available on request from the Head of Boarding.

MEALS & DINING

The college has its own catering facilities and serves all meals in the college canteen, which can be found on the fourth floor of the main college building.

The canteen caters for all dietary requirements, including daily vegetarian, vegan and halal options. **All dietary intolerances and allergies must be made known to the college nurse.**

Students in boarding are expected to eat healthily. As well as meals served in the canteen, students have access to kitchens where they are able to make their own food, or snacks between meal times. A supply of fruit and snacks are also provided by the college and available in the boarding houses.

Meals are served in the college canteen at the following times:

Monday to Friday		Saturday and Sunday	
Breakfast:	7am - 9am	**Brunch**:	10:30am - 12:30pm
Lunch:*	12pm - 2pm	**Dinner**:	4pm - 6pm
Dinner:*	5pm - 7pm		

**Actual times will depend on your timetable.*

SAFETY & SECURITY

SIGNING IN AND OUT OF THE BOARDING HOUSE

Students are required to sign in and out of the boarding houses, and the college buildings by tapping their student cards on the REACH boarding tablets that are found in the reception areas of all buildings.

It is essential that students do this on every entry and exit of the building, so that staff are able to keep an accurate account of who is in the building in case of a fire, and also so that staff are able to know where students are at any given time. In addition, **students should always be contactable by phone**, so that staff are able to contact them in cases of emergency. If your number changes, please make sure to update this with a staff member.

FIRE SAFETY

Fire Drills and Fire Alarms

There will be several fire drills throughout each term and at least one will occur during sleeping hours. Whenever you hear the alarm, you must evacuate the building immediately by following the fire evacuation procedure which is displayed around the boarding house. Do not use any lifts during alarms. Failure to comply with fire drills and alarms may result in disciplinary action. In addition, there is a thorough fire safety induction for all new starters.

Fire Prevention

You must never cover smoke alarms or remove batteries from them and must never tamper with other safety equipment such as extinguishers or fire blankets. This equipment has been installed for the safety of all students. Tampering with them is a serious breach of health & safety rules and anyone found doing so will be subject to disciplinary action and the cost of an engineer. You must not have candles, smoke in the premises or use forbidden or faulty electrical appliances. Any such items found in your room will be confiscated. All electronics should be turned off when you go to bed and when you leave your room.

SAFEKEEPING OF POSSESSIONS & INSURANCE

Students are advised not to store considerable amounts of cash or highly valuable jewellery or electronic items in their rooms. Students have a responsibility to keep their own possessions safe by locking their rooms when they are not present and by locking any valuables safely in the safe provided for use in each room.

You must not enter the room of another student, remove items left in common areas or borrow property from other students without permission. These actions may be classified as theft, even if property was intended to be returned. Where theft is reported, staff reserve the right to search the rooms of other boarders for missing possessions.

You are expected to take out your own personal effects insurance policy.

ROOM KEYS AND FOBS

You must never lend your key or fob to anyone else and you should report any lost key immediately to your boarding staff. You may be charged for a replacement key.

VISITORS

Family, close friends of family and friends from college may visit you in boarding accommodation. They must sign in and out as visitors in the reception of the boarding house. All visitors must leave boarding premises by 9.00pm. Visitors are not allowed to stay overnight.

Visitors of pupils at the college must be supervised by the pupils themselves and will be checked on in regular 20 minute intervals by a member of the boarding staff.

Students are at no times allowed to visit members of the opposite sex as these areas are designated as single-sex and have restricted access.

STRANGERS

College staff will always carry a college ID card. Visitors to accommodation will be in possession of a visitor's badge and will be accompanied. If you see anyone in the building without this identification, report it to the staff immediately.

SAFETY & SECURITY

STAFF SUPERVISION

There will always be a member of boarding staff on call and contactable 24 hours a day, seven days a week. You can always contact the duty person by calling the duty mobile numbers, which can be found in the contacts section of the handbook.

Boarding staff are on duty between the hours of 7:00am and 11:00pm, as well as on call throughout the night. Between the hours of 11:00pm and 7:00am, each boarding site has security or a night SSO present and awake, whom students can speak with. Students are also able to contact the duty phone overnight if they need to speak with staff.

STAFF ACCESSING ROOMS

There will be occasions in which staff need to access student rooms. It is expected that staff should 'knock and wait' and identify themselves before entering a student's study bedrooms; pupils should be allowed to dress, undress and wash free from unnecessary staff intrusion.

The college has a duty of care and on occasion for welfare or health & safety reasons it may be necessary at times to conduct room inspections and searches. Students must always allow staff to enter for this purpose. You will be told of the intention to inspect/search and there will be a second member of staff present to witness the inspection/search. All inspections/searches are recorded on the room search logbook.

KEEPING SAFE IN CARDIFF

For information about activities and things to do in Cardiff please go to **www.visitcardiff.com**.

When some students first think about studying abroad, one of the major concerns, particularly in an urban environment, is about safety. Cardiff is, for the most part, a very safe city to live in. However, as with any other city, there are certain things you ought to know if you are to stay safe in Cardiff throughout your stay here:

- **Plan a way home to the boarding house:** Cardiff is a very simple city to navigate during the day, thanks to it being relatively small and excellent public transport.
- **Stick together:** Cardiff is not a dangerous city, but problems do occasionally occur, and you're far less likely to become a victim if you're in a group. Stick together, particularly at night, and let one another know once you are home safely.
- **Keep valuables out of sight:** Just like any major city, pickpocketing can be a problem in central Cardiff, as can phone snatching. In order to keep your valuables safe, make sure that they always remain out of sight. Try to keep valuables in inner pockets. If you do have something valuable on you, try to not keep touching it to check if it's there.
- **If worried, contact a house parent:** House parents are here to support you, if you are concerned about your safety at any point, call the duty phones, and staff will assist you.

RULES & BEHAVIOUR

CURFEWS

Curfews are the times by which you must return to the boarding house. Below is the information regarding curfews for each year group:

GCSE and CSA Students:
Year 10s, Year 11s and CSA Year 12s **9pm**

A Level Students:
Year 12s and Year 13s (over the age of 16) **10pm**

All students are expected to return to the boarding house by the above times, and are expected to return to their floor or block by 10pm.

On Friday and Saturday evenings (non-school nights), there is an extended in-house curfew. This means students must return to their boarding house by the above curfew times, but are allowed to make use of the common room areas of the boarding house until 11pm, before returning to their floor or block.

BOARDING CLOSURE DURING SCHOOL HOURS

During school days, the boarding house closes between **9:00am** and **3:30pm**. During this time, students are not allowed to return to the boarding house.

If you need to return to the boarding house, or visit the nurse in Shand House during the hours that boarding is closed, you must first receive a permission slip from your Head of House or the Head of Boarding. Any student arriving at the boarding house without this permission slip, will be asked to return to college immediately.

SIGNING IN AND OUT OF THE BOARDING HOUSE

Accurate records must be kept in case of a fire. Therefore, if you are going on a submitted leave request (see page 13), students **must** sign out with a member of staff, who will sign you out on the system.

Any other times you leave or arrive at the boarding house, you must sign in or out by tapping your student card on the REACH boarding tablets, and selecting the appropriate location.

Signing in/out and the REACH boarding system will be fully explained during your boarding induction.

REGISTRATION TIMES

Throughout the day and evening, students are expected to register with boarding staff. This differs between students and between school days and non-school days. Times for the different registrations can be found below:

School Days (Monday to Friday)

Morning Registration:

GCSE Students	**7:00am - 8:30am**
A Level Students	**7:00am - 8:45am**

Evening Registration*:

CSA Students	**8:00pm - 9:00pm**
A Level Students	**8:00pm - 10:00pm**

**Students must not leave the boarding house after registering.*

Weekends and Non-School Days (i.e. Bank Holidays)

Midday Registration:

CSA Students	**11:00am - 12:00pm**
A Level Students	**11:00am - 1:00pm**

Afternoon Registration (CSA Only):

CSA Students	**4:00pm - 5:30pm**

Evening Registration*:

CSA Students	**8:00pm - 9:00pm**
A Level Students	**8:00pm - 10:00pm**

**Students must not leave the boarding house after registering.*

Students are expected to register with a staff member in the reception area of the boarding houses and tap their card on the REACH boarding tablets.

BOARDING HOUSE RULES

Students are expected to act in accordance with the following rules. Failure to adhere to these rules may result in being sanctioned in line with the college's 'Behaviour, Rewards and Sanctions' policy.

Boarders must treat all members of the boarding community with respect.

Any form of discrimination or bullying is totally unacceptable whether on the basis of race, appearance, gender or sexual orientation. The college will take all allegations of bullying or discrimination very seriously and investigate thoroughly. Appropriate action will always be taken.

All members of staff must be treated with respect. Any rudeness to staff may result in disciplinary action. Any physical harm caused to any other student may result in suspension or expulsion.

Male and female accommodation areas must be kept separate.

Male and female accommodation areas are single-gender only and access to a floor/building of the opposite sex is prohibited.

It is forbidden to store or use alcohol, illegal drugs and abuses of substances whilst under the care of the college.

Students cannot store or consume alcohol on or off the school premises and should not return to the boarding house under the influence of alcohol. Students are also reminded that it is illegal in the UK for under 18s to buy or consume alcohol and that any illegal activities will result in disciplinary action including the potential for suspension and exclusion.

There are strict laws in the UK regarding illegal drugs. Any student found, or believed, to be under the influence of any drug that hasn't been prescribed by a UK registered doctor (including so called legal highs) will be subject to disciplinary sanctions which may include expulsion and the police being notified. The colleges also reserve the right to drug test any student it suspects of drug misuse.

Any student in the company of a student taking an illegal substance who does not report the incident will be considered complicit in the act and will be subject to the same disciplinary sanctions.

Smoking is forbidden in all college/boarding premises.

You must not smoke anywhere within boarding. This relates to fire regulations and UK law on smoking. Students breaking this rule will be subject to college disciplinary action and may be billed for any damage or safety checks that are undertaken as a consequence of smoking. Members of staff have a duty of care to ensure that those under eighteen are not smoking and smoking materials may be confiscated from students if discovered to be in use by students. Vaping products are subject to the same rules as any other smoking paraphernalia and is forbidden in all college premises.

All health, safety and security procedures must be followed.

These have been put in place to protect you and others in the building. Any instructions or requests given by house parents regarding these matters must also be followed. Disciplinary action will be taken if you fail to do so.

Students must return to their boarding house by curfew.

Unless you have written permission from the Head of Boarding that states otherwise, you must return to the boarding house by the curfew time relevant for your age group. Failure to do this will result in sanctions, and repeated failures may result in you having your leave from the boarding house restricted.

Students must ensure they sign in and out when arriving and leaving the boarding house and must not leave without an appropriate leave request in place.

To ensure accurate records in case of a fire, students must ensure they sign in/out of the building using their student cards. When leaving for more than two hours, leaving Cardiff or staying away overnight, students must ensure an appropriate leave request is completed in advance, is fully approved, and they have signed out with a staff member.

Personal Relationships within Boarding.

Students should not be engaged in intimate personal relationships in boarding accommodation, and should keep all behaviour appropriate. Students should be in their own rooms by their curfew times. Students of the opposite sex are prohibited from submitting leave requests to stay together, outside the boarding house overnight. A breach of this rule may result in disciplinary action.

COMPULSORY SCHOOL AGED STUDENTS

Students who are studying towards their one-year or two-year GCSEs are considered to be of Compulsory School Age (CSA). Additionally, those students completing their A Levels, who are under the age of 16 at the beginning of the school year, are also considered to be CSA students for the entirety of the academic year.

There are additional measures in place for CSA students, to ensure that their pastoral and academic needs are met whilst at the college. All CSA students reside in Shand House, and have specific house parents for their cohort. Below are some of the additional measures put in place for our CSA students:

LAUNDRY

CSA students receive a weekly laundry service from our house keeping team, in addition to having their bedding washed once every two weeks.

Students receive a laundry bag at the beginning of the year, which they can fill with uniform and other personal items. These are handed in once a week to be washed and ironed and are returned to the students in the next two days.

Laundry is limited to one laundry bag a week, and anything additional is the responsibility of the students.

The housekeeping team are also able to make small repairs on clothing.

We recommend that students label all their clothing with their full name.

PREP

GCSE students have set prep times in the evenings to study and complete their homework. Prep is held in either Shand House or the 52 The Parade.

Prep takes place Sunday to Thursday evenings, between 7:00pm and 8:30pm. It is compulsory for GCSE students to attend, however those studying AS are not required to attend, although they may do so if they wish. Friday and Saturday evening there is no prep, to allow students to enjoy their weekend and have some free time.

As organised school clubs, sports sessions and activities take place in the evenings, GCSE students are able to miss one session of prep a week to attend a club/activity of their choice. If they wish to attend more, this is a discussion that can be had with the house parents. If a student regularly fails to make homework deadlines, they may no longer be allowed to miss any prep sessions.

CURFEW & REGISTRATION

Curfew

As CSA students are younger, curfew is at an earlier time. Students must be back in boarding by **9pm**. We expect all our CSA students to return to their rooms by 10pm in order for them to get a good night's sleep.

Staff make rounds in the evening to ensure students are quieting down, and getting ready for bed. We also encourage students to let us know of any noise issues after 10pm, so that it can be dealt with promptly, to ensure that your rest is not disturbed!

Registration

CSA students are expected to register with boarding staff twice on school days, and three times on non-school days.

On school days, CSA students must register by 8:30am and then leave for school in the mornings, and must then register again from 8pm to 9pm in the evenings before going to bed.

On weekends, as there is no regular registration in school as with school days, CSA students must register in the morning between 11am and 12pm, the afternoon between 4pm and 5:30pm, and finally in the evening between 8pm and 9pm before bed.

LEAVING THE BOARDING HOUSE

CSA Students must always sign out with a member of staff when leaving the boarding house, regardless on whether they are visiting the local area, or going on an approved leave request.

For more details on local leave and leave requests for CSA students, please see page 14.

LEAVE & END OF TERM

REACH BOARDING

At Cardiff Sixth Form College, we use a system called REACH boarding in order to monitor who is in the boarding houses, for student registration and for students to submit leave requests away from the boarding house.

All students will receive a log in to REACH as part of their induction to the school. Student cards are also registered to allow students to sign in and out of the building.

As part of your boarding induction, you will be introduced to REACH, and will also learn how to use the system to submit leave requests for when you are leaving the boarding house for more than two hours or overnight.

Students can access REACH by either downloading the 'REACH Student Life Management' App or by going to cardiff.reachboarding.com.

LEAVE REQUESTS

Leave requests are completed via REACH boarding. All students must apply for permission to leave including those over the age of 18, by completing the leave request form.

All students are able to apply for leave to remain away from the boarding house overnight.

Requests should be completed in advance of the leave date, with the appropriate amount of time left for staff and parents to approve. We reserve the right to reject leave requests if they are not done in adequate time.

Requests should include detailed notes with information relevant to the leave type, such as details of your intended plans, full name and contact number of who you will be staying with, the address of your accommodation and travel details. We may request to speak to or take ID for the person you are staying with.

You must ensure full permission is granted by your parents, Head of House and house parent (dependent on leave type) before you depart the boarding house, and you must always sign out with a member of the boarding team. Permission can still be denied by the house parents if your safety may be at risk or as a sanction.

TYPES OF LEAVE

LOCAL LEAVE (UNDER 2 HOURS)

If you are visiting shops/park in the local area, and will be less than two hours, you do not need to submit a leave request. You can sign yourself into Local Leave using the REACH tablets. CSA students need to sign out with a staff member when signing out to Local Leave. You must return within 2 hours.

No approval needed.

CSA students require House Parent approval.

EXTENDED LOCAL LEAVE (+ 2 HOURS)

If you would like to spend longer than 2 hours away from the boarding house in the local area, you must submit an 'Extended Local Leave' request. In the notes section, you must give a detailed explanation of where you will be going.

House Parent approval needed.

MISSING LESSONS

If you will be missing any lessons for a valid reason, i.e. doctors appointment, online interview, external exam, you must submit a 'Missing Lessons' leave request to gain approval.

Head of House approval needed.

DAY LEAVE (NOT OVERNIGHT & OUTSIDE CARDIFF)

If you would like to visit somewhere outside of Cardiff, i.e. attending an open day or visiting a friend in Bristol, you must submit a 'Day Leave' request. You must include detailed notes on where you will be going, as well as included information on your travel arrangements, including attaching travel ticket confirmations.

Parent, Head of House and House Parent approval

Leave request must be submitted 48 hours before leave.

OVERNIGHT LEAVE / SCHOOL HOLIDAY LEAVE

If you wish to stay out of boarding overnight, you must submit an 'Overnight Leave' request. You will need to stay with your guardian or parents, or receive approval from your guardian to stay with another adult who must be aged over the age of 25. You must include detailed notes on where you will be going, the address you will be staying at, the full name and contact number of the adult you will be staying with, and any travel details. Accommodation and travel confirmations should also be included.

Parent, Head of House and House Parent approval

Leave request must be submitted 72 hours before leave.

LEAVE & END OF TERM

CSA LOCAL LEAVE

There are additional rules which CSA students must follow when they wish to leave the boarding house to visit the local area.

For 'Local Leave' under 2 hours long, CSA students are unable to sign themselves out, but must speak with a member of staff first to sign out. When leaving the boarding house for 'Local Leave', CSA Students must follow the rules below:

- You must leave the boarding house in a group of no less that 3 students, or with an adult authorised by your house parent.
- You must sign out as a group, remain with the group at all times when on leave, and return to the boarding house with the same group.
- If you do not have sufficient company for your request, house parents can deny your leave.
- You must inform the house parent as to where you are going and when you expect to return.
- You must always be contactable by phone, and should call the duty phone to check in with the house parents if you are spending more than 1 hour and 30 minutes away from the boarding house.
- If you wish to be away from the boarding house for more than 2 hours, you are expected to fill out an 'Extended Local Leave' request, which must detail your plans.
- You are allowed out for a maximum of 3 hours at a time before you must return to boarding. You may be allowed to sign out again.

These rules are in place for your safety.
If you break these rules you will be refused permission to leave the boarding house for the following week.
You must notify the house parent on duty of any change in plans by calling the duty mobile number. Permission can be denied by house parents if your safety may be at risk.

CSA DAY, OVERNIGHT & END OF TERM LEAVE

When leaving boarding for trips outside of Cardiff, overnight trips or to return home at the end of term/during the holidays, CSA students must be picked up by an appropriate adult over the age of 18 who is not a student of the College.

House parents must be notified in advance by parents/guardian as to who will pick up the student and must be provided with the name, contact number and number plate (if applicable) of the adult collecting you.

House parent will also need to see photographic ID (passport/driving license) when they arrive to collect you, for confirmation.

You must also be dropped off at the boarding house by an adult on your return.

HOLIDAY/END OF TERM ARRANGEMENTS

Enrichment Weeks and Easter Break
Your fees cover accommodation over all enrichment weeks which are similar to most school's half-terms. Work observation placements, additional careers activities and in-boarding activities take place during this time. If you do not have a work observation placement, you are able to apply for permission to leave if you intend to visit family or friends. You are also able to stay in accommodation over Easter break if you wish.

Christmas Break
Boarding is closed over the Christmas and New Year break, and students must vacate the boarding house at this time. You can return home or arrange alternative accommodation through your guardian. Days for closing and opening are on the school calendar and website.

End of Academic Year
All students need to completely vacate and clear their room of all belongings at the end of the year. They need to leave it in a clean state or there may be an additional charge to clear their room. Those students returning in the next academic year will be allocated a new room on their return.

BOARDING & SCHOOL ACTIVITES

WEEKEND & EVENING ACTIVITIES

Activities will be held throughout the school year on the weekends and in the evenings for you to take part in. We encourage our students to get involved as this is not only a great way to help settle into boarding life, but also gives you an opportunity to develop your language skills used in a social context. Some activities will be compulsory for CSA students. Activities included cinema trips, sports events, visits to museums/local attractions, as well as many in house events such as movie and karaoke nights, cooking evenings, and gaming events.

CLUBS & SOCIETIES

Boarding students are encouraged to get involved in college clubs run by students and staff. There are a variety of different clubs, falling under three brackets; sports, academic and social. Student clubs are run in the evenings/weekends, and are a great way to meet other students with similar interests, as well as develop skills outside of your lessons.

If there is a club that you feel is missing, students are also encouraged to speak to their house parents or Head of House about starting a new club.

Some of the current clubs at the college can be found below:

Debate	Badminton	Glee
Model UN	Basketball	CSFC Choir
Medical Ethics	Netball	Meditation
Law	Football	Pride
Economics	Volleyball	And many more!

INTER-HOUSE COMPETITIONS

All students are sorted into an academic house whilst at the college. Throughout the year, there will be many opportunities to represent your house to earn points. There are sports competitions, art competitions, debate events, quizzes, gaming competitions and many more opportunities. You also have the opportunity to collect points through academic achievements, and receiving points for your studentship. Two of the main opportunities to earn points for your house are the colleges Sports Day and Eisteddfod - attendance for these events is compulsory.

Sports Day

Each year, we host a sports day, in which students compete in a number of traditional athletics events, as well as some more relaxed events such as the egg and spoon race, and the sack race. The overall house team with the most golds wins the Sports Day Trophy at the end of the day!

Eisteddfod

The Eisteddfod is a Welsh cultural arts competition, in which students compete in dancing, singing and instrumental categories for their house. It is a whole school event, where students are able to showcase their talents in front of the whole school.

Cultural Event

The Cultural Event is a formal dinner, with performances from students, an opportunity to award students for their achievements during the year, and the culmination of the Inter-house competition, with the house cup being awarded to the winning house.

HEALTH & MEDICAL

THE MEDICAL TEAM

The college has two registered nurses on staff, as well as a healthcare assistant, who are based out of the medical centre in Shand House. They are on site from 8am to 4:30pm Monday through Friday. Outside of these times, students are able to speak with the house parents in their boarding house, all of which are first aid trained and also trained to administer over the counter medications.

SICKNESS

Students are able to book appointments to meet with the nurse if unwell, but should do this with a house parent before 8am on school days.

If you become unwell during the school day, or would like to speak to the nurse about a concern that is not urgent, you are able to book appointments with reception or your Head of House in college.

If the school nurse assesses that you are too sick to attend school, you will be approved time of school, and will be asked to remain in the medical centre for the school day in one of the sick bay rooms. Whilst here you will remain under the care of the medical team.

Any on-going or long term medical issues should be disclosed on your pre-arrival medical form, so that the medical team is able to best support you with this.

ADDITIONAL MEDICAL SUPPORT

All boarding students are registered with a local GP surgery as part of their induction to the college.

Four Elms Medical Centre,
Cardiff Royal Infirmary, Glossop Terrace
Cardiff, CF24 0SZ

Students are able to book appointments with the GP, either by contacting them on 02920 489292 or by speaking with the nurse who can help arrange this appointment.

Students are also able to book appointments with a variety of other healthcare professionals, such as opticians, dentists and physiotherapists by speaking with the nurse.

ACCIDENTS

In the cases of an accident or an emergency, all house parents are first aid trained, and will be able to access additional support through NHS 111. If a student needs to visit the hospital in these cases, a member of the boarding team will accompany them.

MEDICATION

Students must not keep prescribed medication or over the counter medications (like aspirin, ibuprofen or paracetamol) in their rooms. Any medication found in rooms will be confiscated, and handed over to the medical team.

Prescribed medication should be declared to the medical team and given to the nurse at the start of the school year. The nurse will store the prescription medication for you and hand them out as directed on a daily basis.

Over-the-counter medication for common illnesses will also be administered by the nurse (or a house parent out of hours) if required.

No medication or supplements should be kept in your room, unless approved by the nurse or indicated on the list below. Any prohibited items will be confiscated, and disposed of using local pharmacy services. They will not be stored or returned.

PROHIBITED MEDICATIONS & SUPPLEMENTS

The following items cannot be kept in students rooms:

- Over the counter medication (e.g. paracetamol, ibuprofen, antihistamines, sleep aids etc.)
- Protein supplements
- Weight loss supplements
- Supplements containing green tea
- Medication that has been obtained from outside the UK
- Energy drinks or stimulant/caffeine tablets (e.g. ProPlus)

SAFEGUARDING & SUPPORT

SAFEGUARDING TEAM

Your welfare and safety are of the highest concern. At the college, we have a specially trained safeguarding team who have been trained in ensuring the boarding and college staff keep you safe. This team includes senior members of staff, members of the boarding team, Head of House team and teaching staff.

DESIGNATED SAFEGUARDING PERSON

Lisa Morton lisa.morton@ccoex.com

Safeguarding Mobile: **07554 957178**

DEPUTY DESIGNATED SAFEGUARDING PERSONS

Ceitho Anwyl Williams	ceitho.williams@ccoex.com
Paisley May Beeching	paisley.beeching@ccoex.com
Alanna Davies	alanna.davies@ccoex.com
Neil Davies	jneil.davies@ccoex.com
Kristian Gwilliam	kristian.gwilliam@ccoex.com
Helen Williams	helen.williams@ccoex.com

Deputy Safeguarding Mobile: **07776 419599**

If you feel unsafe or are worried, speak to any member of staff who will support and help you by identifying the right staff member who can help with your issue.

You may also contact a member of the team yourself at any time, or contact the following email to seek support:

support@ccoex.com

WELLBEING OFFICER

The wellbeing officer is available between 8:30am and 4:30pm Monday to Friday for students to meet with and discuss any issues they may be having. They can help with a number of issues, such as dealing with stress and anxiety or sleeping issues.

Sally Wozencroft sally.wozencroft@ccoex.com

ANXIETY, STRESS & HOMESICKNESS

The house parents, nurse, wellbeing officer or any other member of staff are available for you to talk to if you are feeling unhappy or facing any difficulties. Living away from home, and studying towards your exams can be stressful.

Please remember, you are not alone, and you are not the only person to experience this. You do not have to face it alone, and will never be judged. The staff are here to help.

INDEPENDENT LISTENER

We have identified a person, independent of the college and boarding, who you can contact if you wish to talk to someone from outside the college. He is available to speak to from 5pm to 6pm daily.

Dr. Liam Hughes 07825 678870

INDEPENDENT SUPPORT

There are also other organisations which act as independent listeners. You can phone them for free and speak anonymously.

NSPCC www.nspcc.org.uk

Childline 0800 1111

Kooth www.kooth.com
An online counselling and emotional wellbeing platform.

MEIC www.meiccymru.org
A helpline for children and young people up to the age of 25 in Wales.

SAFEGUARDING & SUPPORT

ACADEMIC ISSUES

If you are struggling with any academic issues, these should be raised with the college directly by contacting your Head of House:

Atkins	Alex Hughes	alex.hughes@ccoex.com
Morgan	Helen Williams	helen.williams@ccoex.com
Seacole	Steve Davies	steve.davies@ccoex.com
Parry	Kyle Smith	kyle.smith@ccoex.com
Franklin	Alanna Davies	alanna.davies@ccoex.com
Wallace	Katie Lawrence	katie.lawrence@ccoex.com

CONTACT WITH PARENTS

Every room has high speed broadband and good signal strength for mobiles to allow students to remain in contact with their families. If a student is having issues with their phone, they are also able to use the duty phone to contact parents.

Parents are welcome to contact Heads of House via email during the working day, and in addition can contact house parents using the duty phones or email on evenings and weekends.

FINANCIAL PROBLEMS

We do not advise students lend money of any significant amount to one another. Boarders should speak to house parents or the Head of Boarding if they are facing financial problems or contact the Citizen's Advice Bureau (www.citizensadvice.org.uk) if over 18 years of age.

COMPLAINTS

The first step would be to make an informal complaint to your house parent, or a boarding rep. If you have a boarding complaint, then you may always speak to the Head of Boarding. You may also contact the Independent Listener. If the complaint cannot be resolved, please see the Cardiff Sixth Form College complaints policy which can be found on the website.

BOARDING HOUSE REPRESENTATIVES

You will be able to apply to become a Boarding House Representative for your boarding house. These are students with the responsibility of liaising between the boarding students, house parents and senior management regarding boarding provision. They also assist house parents in organising activities, and act as mentors for new or younger students. If you have any problems or worries during your time here, please speak to your boarding house representative.

STUDENTS IN POSITIONS OF RESPONSIBILITY

Alongside the boarding house representatives, there are a number of Year 13 students in other positions of responsibility who you are welcome to speak to about issues you may be facing. These include:

- The Prefect Team
- House Captains
- Boarding House Representatives
- Buddies

All our students in a position of responsibility receive safeguarding training from the Safeguarding team, and they are able to help direct you to the best member of staff for support!

You will get the opportunity to apply for these roles towards the end of your Year 12 academic year.

IMPORTANT CONTACTS

BOARDING TEAM

Head of Boarding
Ceitho Anwyl Williams
02920 493121 Ext. ???
ceitho.williams@ccoex.com

Senior House Parent
Paisley May Beeching paisley.beeching@ccoex.com

Duty House Parent Mobile Phones

Adam Street Gardens:	07785 358043
Shand House:	07796 496913
CSA House Parent:	07553 781165

Adam Street House Parents:

Farhod Hazratqulov	farhod.hazratqulov@ccoex.com
Julia Huber	julia.huber@ccoex.com
Inese Klava	inese.klava@ccoex.com
James Owens	james.owens@ccoex.com

Shand House House Parents:

Megan Devereux	megan.devereux@ccoex.com
Michael Hooper	michael.hooper@ccoex.com
Isaac Nasser	isaac.nasser@ccoex.com
Leanne Pedder	leanne.pedder@ccoex.com

CSA House Parents:

Kristian Gwilliam	kristian.gwilliam@ccoex.com
Angela Pitman	angela.pitman@ccoex.com

Student Services Manager
Paul Fletcher
02920 493121 Ext. ???
paul.fletcher@ccoex.com

SAFEGUARDING

Deputy Head, Pastoral and Designated Safeguarding Person
Lisa Morton
02920 493121 Ext. ???
07554 957178 (Safeguarding Mobile)
lisa.morton@ccoex.com

Deputy Designated Safeguarding Persons

Ceitho Anwyl Williams	ceitho.williams@ccoex.com
Paisley May Beeching	paisley.beeching@ccoex.com
Alanna Davies	alanna.davies@ccoex.com
Neil Davies	jneil.davies@ccoex.com
Kristian Gwilliam	kristian.gwilliam@ccoex.com
Helen Williams	helen.williams@ccoex.com

07776 419599 (Deputy Safeguarding Mobile)

Designated Safeguarding Governor
Tim Fish
07803 935385
tim.fish@dukeseducation.com

MEDICAL

School Nurses nurse@ccoex.com
Sarah Morgan and Sister Ann Anwyl Williams

Four Elms Medical Centre (GP Surgery)
02920 489292

NHS 111 (Out of hours services)
111 or 111.wales.nhs.uk

WELLBEING

Wellbeing Officer
Sally Wozencroft sally.wozencroft@ccoex.com

Independent Listener (Available 5pm - 6pm)
Dr. Liam Hughes 07825 678870

Outside Wellbeing Resources

NSPCC	www.nspcc.org.uk
Childline	0800 1111
Kooth	www.kooth.com
MEIC	www.meiccymru.org

CARDIFF
SIXTH FORM
COLLEGE