



**CARDIFF
SIXTH FORM
COLLEGE**

www.ccoex.com



BOARDING HANDBOOK

Cardiff Sixth Form College, Cardiff
2025/2026

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WELCOME TO BOARDING

Welcome to Cardiff Sixth Form!

The college has a diverse mix of students from a wide variety of countries and cultures and multiculturalism is both promoted and celebrated.

Boarders enjoy a safe, caring and supportive living environment in which each student is encouraged to thrive, whilst fulfilling their own unique potential. Student successes are celebrated and a mutual respect for others is fostered and encouraged at all times.

All students share a desire for learning and academic excellence but Cardiff Sixth Form also endeavours to enhance student wellbeing and ensures that adequate time is set aside for socialising and self-care.

The welfare of all students at the college is of paramount importance and students have a great deal of support from staff at the college.

The college encourages students to grow in confidence and independence, preparing them for their higher education journey and life beyond.

Enjoy your time with us.



Ceitho Anwyl Williams
Head of Boarding



BOARDING PRINCIPLES



Located in the heart of Cardiff, Cardiff Sixth Form College students are able to access the amenities of a city with purpose-built contemporary accommodation. With a large percentage of international boarders, we look to offer high standards of pastoral care alongside facilitating the outstanding academic standards achieved by students. We look to nurture independence amongst our student cohort so that students are thoroughly prepared for the demands of higher education.

BOARDING PRINCIPLES



1

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

2

To make **learning a primary focus**, which is reflected and promoted across all boarding accommodation.

3

To produce an **open and trusting atmosphere** in which all students feel able to approach any other member of the community, confident that they will be treated with respect and courtesy.

4

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

5

To provide **accommodation that is comfortable** and suited to the needs of all boarders.

6

To provide an environment which **maintains students' safety** across all College sites and within the local area.

7

To ensure that **pupils are not discriminated against** in any way and that equality, diversity and inclusion are promoted at all times.



BOARDING PRACTICE

Cardiff Sixth Form College has two boarding houses, Adam Street Gardens and Shand House.

Adam Street Gardens is separated into two blocks; one block for males and the other for females. Shand House is a mixed gender house, with students separated appropriately by floor and key card access.

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

Boarding at Cardiff Sixth Form College is managed by the Head of Boarding, who is the first point of contact for any boarding queries or concerns.

SUPERVISION

There is boarding staff supervision at all times. Duty mobile phones allow full and immediate access and communication for students to staff. In addition, the College has a safeguarding team who are always contactable.

The boarding team consists of Senior Houseparents (SHPs), Houseparents and Graduate Residential Assistants (GRAs), assisted by Student Support Officers (SSOs). Each member of the team has clearly defined job roles and job descriptions, detailing particular roles and responsibilities. Senior Houseparents, Houseparents and Graduate Residential Assistants are line managed by the Head of Boarding and Student Support Officers are line managed by the College Services Manager, who produce and publish rotas accordingly.

Staff weekly meetings take place, along with handovers on all shift changes to ensure the effective exchange of information. Incident reports are recorded through the use of Reach Boarding software to ensure a formal record is kept of all incidents. Registers are also kept in line with compliance recommendations.

Medical matters are the responsibility of the Medical team under supervision of the Assistant Principal. All pupils are registered with the local GP Surgery, City Surgery. In addition, a Wellbeing Officer is available for students to speak to about any issues causing them distress or concern, and students can also contact the College Independent Listener.

ADDITIONAL PRACTICES

The College seeks to offer a high standard of catering in which personal choice and dietary requirements are met.

The College recognises the importance of regular communication between boarders and their parents. All students have access to the internet and are allowed mobile phones. Houseparent duty phones are also available for use in emergencies.

Leave may be granted when requested by students and parents and the College endeavours to provide an extensive and varied programme of excursions and activities over weekends and Enrichment Weeks.

It is expected that staff and students respect the privacy of others. Staff should knock and wait before entering student bedrooms.

Boarding Peer Mentors are selected to represent each boarding house. They endeavour to promote the College boarding principles and attend boarding and student council meetings to promote student voice feedback.

IMPORTANT CONTACTS

BOARDING TEAM



Head of Boarding

Ceitho Anwyl Williams
02920 493121 Ext. 205
ceitho.anwylwilliams@ccoex.com

Senior House Parents

Adam Street Gardens

Julia Huber julia.huber@ccoex.com

Shand House

Paisley May Beeching paisley.beeching@ccoex.com

Lower School

Angela Anwyl-Williams angela.anwylwilliams@ccoex.com

Co-Curricular

Kristian Gwilliam kristian.gwilliam@ccoex.com

CSA Houseparent Phone: 07741 163718

Shand Houseparent Phone: 07584 012130

Adam Street Gardens Houseparent Phone:
07785 358043

Adam Street House Parents:

Farhod Hazratqulov farhod.hazratqulov@ccoex.com

Inese Klava inese.klava@ccoex.com

James Owens james.owens@ccoex.com

Dan Ellis dan.ellis@ccoex.com

Shand House House Parents:

Michael Hooper michael.hooper@ccoex.com

Isaac Nasser isaac.nasser@ccoex.com

Grace Tamlyn grace.tamlyn@ccoex.com



SAFEGUARDING



Assistant Principal and Designated Safeguarding Person

Lisa Morton
02920 493121 Ext. 251
07554 957178 (Safeguarding Mobile)
lisa.morton@ccoex.com

Deputy Designated Safeguarding Persons

Ceitho Anwyl Williams ceitho.anwylwilliams@ccoex.com

Paisley May Beeching paisley.beeching@ccoex.com

Neil Davies neil.davies@ccoex.com

Kristian Gwilliam kristian.gwilliam@ccoex.com

Julia Huber julia.huber@ccoex.com

Helen Williams helen.williams@ccoex.com

Angela Anwyl Williams angela.anwylwilliams@ccoex.com

07776 419599 (Deputy Safeguarding Mobile)



Designated Safeguarding Governor

Paul Ludlow
07584 012130
paul.ludlow@dukeseducation.com

MEDICAL

School Nurse nurse@ccoex.com

Sarah Morgan

The City Surgery (GP Surgery)

02920 437980

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)

Lou Price 07825 678870

Outside Wellbeing Resources

NSPCC www.nspcc.org.uk

Childline 0800 1111

Kooth www.kooth.com

MEIC www.meiccymru.org

SAFEGUARDING & SUPPORT

SAFEGUARDING TEAM

Student welfare and safety are of paramount importance. The safeguarding team can be contacted at any time using the contact details below.

DESIGNATED SAFEGUARDING PERSON

Lisa Morton lisa.morton@ccoex.com

Safeguarding Mobile: **07554 957178**

DEPUTY DESIGNATED SAFEGUARDING PERSONS

Ceitho Anwyl Williams ceitho.anwylwilliams@ccoex.com

Angela Anwyl Williams angela.anwylwilliams@ccoex.com

Paisley May Beeching paisley.beeching@ccoex.com

Neil Davies neil.davies@ccoex.com

Kristian Gwilliam kristian.gwilliam@ccoex.com

Julia Huber julia.huber@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.

All students will receive a safeguarding induction at the start of the academic year.



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.

Sally Wozencroft sally.wozencroft@ccoex.com

ANXIETY, STRESS & HOMESICKNESS

The Houseparents, Medical team, Wellbeing Officer and all members of staff are available for students to talk to should difficulties arise. Living away from home, and studying towards exams can be stressful, but the college has a lot of support available.

INDEPENDENT LISTENER

The college has an identified person, independent of the college, who students can contact if they wish to talk to someone from outside the college. The Independent Listener is available from 5pm to 6pm daily.

Lou Price 07825 678870

OTHER ORGANISATIONS

There are also other organisations which can be accessed for support:

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.

Care Inspectorate Wales

www.careinspectorate.wales
0300 7900 126

Children's Commissioner for Wales

www.childcomwales.org.uk
01792 765600

SAFEGUARDING & SUPPORT

ACADEMIC ISSUES

If students are struggling with any academic issues, these should be raised with the college directly by contacting a Head of House or the Lower School Team

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

Lower School

Neil Davies	neil.davies@ccoex.com
Kate Ladbroke - Davies	kate.ladbroke-davies@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/ Lower School Team via email during the working day, and in addition can contact house parents via 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

If students have a boarding complaint, then should speak to the Head of Boarding. They may also contact the Independent Listener. If students wish to make a formal complaint, then they should do so by following the College Complaints Policy, available on the website.



BOARDING PEER MENTORS

Students will be able to apply to become a Boarding Peer Mentor for their boarding house. These students have the responsibility of liaising between boarding students, Houseparents and Senior Management regarding boarding provision. They also assist Houseparents in organising activities, and act as mentors for new or younger students. If students have any problems or worries during their time at college, please speak to your boarding peer mentor.

STUDENTS IN POSITIONS OF RESPONSIBILITY

Alongside the boarding house representatives, there are a number of Year 11 and Year 13 students in other positions of responsibility who students are welcome to speak to about issues they may be facing. These include:

- The Prefect Team
- House Captains
- Boarding and Lower School Peer Mentors
- Lower School Leader (Year 11s)

BOARDING & SCHOOL ACTIVITIES



WEEKEND & EVENING ACTIVITIES

Activities will be held throughout the school year on the weekends and in the evenings for students to take part in. The College encourages students to get involved as this helps students settle into boarding life, but also gives opportunities to develop language skills in a social context. Some activities will be compulsory for CSA students. Activities include cinema trips, sport 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 lessons.

Students are also encouraged to speak to their Houseparents, Head of House or the Lower School Team about starting a new club.

Some of the current clubs at the college are found below:

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

INTER-HOUSE COMPETITIONS & COLLEGE EVENTS

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. Students also have the opportunity to collect points through academic achievements, and receive points for studentship. In addition to this, the college offers a number of whole school events which all students and staff are expected to attend. These include sports day, the Eisteddfod and the Cultural Event.

HEALTH & MEDICAL

THE MEDICAL TEAM

The college has one registered nurse, as well as a healthcare assistant. They are on site from 8am to 4:30pm Monday to Friday. Outside of these times, students are able to speak with the Houseparents 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 medical team if unwell, but should do this with a Houseparent **before 8am** on school days.

If students become unwell during the school day, or would like to speak to the medical team about a concern that is not urgent, they are able to book appointments with reception or their Head of House/Lower School Team in college.

If the medical team assess that students are too sick to attend college, they will approve time off college, and students will be asked to remain in the medical centre for the day in one of the sick bay rooms. Whilst there students will remain under the care of the medical team.

Any on-going or long term medical issues should be disclosed on pre-arrival medical forms, so that the medical team are able to best support students.

ADDITIONAL MEDICAL SUPPORT

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

The City Surgery,
187 City Rd, Cardiff,
CF24 3WD

Students are able to book appointments with the GP, either by contacting them on 029 2043 7980 or by speaking with the medical team who can help arrange appointments.

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

ACCIDENTS

In the case of an accident or an emergency, all Houseparents 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 nurses at the start of the college year. The nurse will store prescription medication for students and hand them out as directed on a daily basis.

Over-the-counter medication for common illnesses will also be administered by the nurses (or Houseparents out of hours) if required.

No medication or supplements should be kept in rooms, unless approved by the nurses. Any prohibited items will be confiscated, and disposed of using local pharmacy services. They will not be stored or returned. Indicated on the list below are those items which are prohibited.

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)

RULES & BEHAVIOUR

CURFEWS

Curfews are the times by which students 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.

On Friday and Saturday evenings, 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 term time weekdays, the boarding house closes between **8:30am** and **3:30pm**. During this time, students are not allowed to return to the boarding house.

If students need to return to the boarding house, or visit the medical team in Shand House during the hours that boarding is closed, you must first receive a permission slip from your Head of House, Lower School Team or the Head of Boarding. Any student arriving at the boarding house without permission slips, 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 students are going on a submitted leave request (see page 13), they **must** sign out with a member of staff, who will update the Reach boarding system.

Any other times students leave or arrive at the boarding house, they must sign in or out using the Reach Boarding system, and select the appropriate location. If any issues occur, students should speak to a staff member.

Signing in/out and the Reach Boarding system will be fully explained during Student boarding inductions at the beginning of the academic year.

REGISTRATION TIMES

Throughout the day and evening, students are expected to register with boarding staff. Times for registrations are found below:

School Days (Monday to Friday)

Morning Registration*:

GCSE Students **7:00am - 8:30am**

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

**Students must leave the boarding house for school by 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 or using the Reach Boarding system.

RULES & BEHAVIOUR

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 Rewards and Sanctions Policy.

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

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

Staff and fellow students must be treated with respect.

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 such activity will result in disciplinary action in line with the Rewards and Sanctions Policy

There are strict laws in the UK regarding substances. Any student found, or believed, to be under the influence of any drug that has not been prescribed by a UK NHS registered doctor (including so called legal highs) will be subject to procedures outlined in the Rewards and Sanctions Policy.

Smoking is forbidden in all college/boarding premises.

Students must not smoke anywhere within boarding.

Students breaking this rule will be subject to procedures outlined in the Rewards and Sanctions Policy.

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.

Any instructions or requests given by house parents regarding these matters must also be followed.

Students must return to their boarding house by curfew.

Unless students have written permission from the Head of Boarding that states otherwise, they must return to the boarding house by the curfew time relevant for their age group. Failure to do this may result in sanctions being given in line with the Rewards and Sanctions Policy.

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 are maintained in case of fire, students must ensure they sign in/out of the building using student cards or mobile phones. 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 in line with the Rewards and Sanctions Policy.

ACCOMMODATION & HOUSEKEEPING

BOARDING HOUSES

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

ROOM TYPES

Students 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 three to seven 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 have a bed, desk, wardrobe, and additional storage space. All kitchen spaces are equipped with a fridge and microwave.

All rooms have free access to the internet through an Ethernet connection and Wi-Fi.

All students receive a key fob, or room key which allows access to the boarding house, floor and room. Students are 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, students 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

Students may personalise rooms with their own belongings, such as photos, posters etc. Photos must be pinned on the notice board area provided in rooms to avoid damage to the walls. Students must not paint 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.

- Alcohol, cigarettes (including e-cigarettes and vapes), or illicit drugs.
- 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.
- Prohibited medications and supplements (see page 17).
- Concealable knives, including swiss army knives.

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

Any of the above items, if found, will be confiscated by boarding staff.

If students are unsure if an item is prohibited, they should speak with boarding staff.

ACCOMMODATION & HOUSEKEEPING

ROOM CLEANING

Rooms will be cleaned by cleaning staff once a week, but students are expected to maintain a good level of tidiness so that the staff are able to easily access and clean rooms. Rooms must be vacated for the time required by cleaning staff in order to provide this service.

Students are responsible for removing rubbish from their rooms and kitchens, and placing rubbish in the external bin stores.

Students who fail to keep their room tidy will be asked and be expected to rectify any issues promptly. Anyone failing to maintain reasonable standards of tidiness in rooms may be charged for additional cleaning.

BEDDING & LAUNDRY

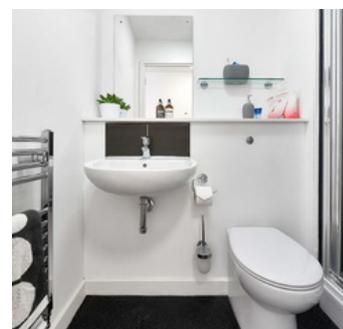
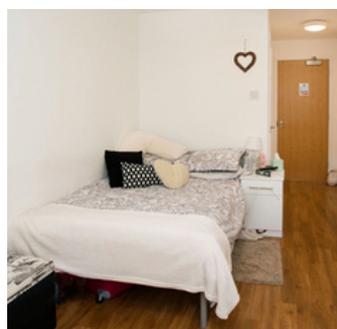
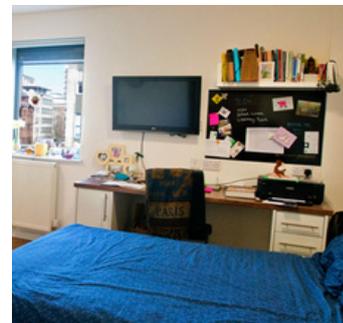
Students are provided with a pillow, duvet and bedding (pillow case, duvet cover and fitted sheet) on arrival at college. Students may also purchase personal bedding if desired.

Bedding needs to be changed by all students once every two weeks. College bedding can be handed in to be cleaned by an external laundrette, however personal bedding must be washed by the student. When handing in used bedding, students will receive a clean set of bedding and will be expected to replace this on beds immediately.

All students, excluding Compulsory School Age students, are responsible for washing their own clothes and towels. Laundry rooms are available on both sites for use in the evenings and weekends. Students must ensure they observe the operating instructions for the machines carefully.

Compulsory School Age 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 a week, provided by the college. Any additional laundry needing to be washed will be the responsibility of the students.

EXAMPLE ROOMS KEPT TO A GOOD STANDARD



ROOM CHECKS, AUDITS & INSPECTIONS

Room Checks are conducted on a weekly basis by boarding staff, including Houseparents, Graduate Residential Assistants, cleaning staff and Student Support Officers. This is to ensure that students are living in a clean, healthy and safe environment. If there are any issues with the tidiness/cleanliness of rooms, staff will ask for this to be remedied promptly.

Room Audits occur yearly to ensure that rooms are maintaining good standards and to check for any maintenance issues. Students will be informed a week in advance before a room audit takes place.

Room Searches 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 a search takes place, and will be present during any such required event.

ACCOMMODATION & HOUSEKEEPING

NOISE

Students must be considerate and respectful of others, especially between the hours of 10:00pm and 7:00am. Students are expected to be in boarding houses and in rooms by 10:00pm. Any music devices causing a nuisance to other students or neighbours may be removed by boarding staff.

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

DAMAGE & REPAIRS

We understand that accidents happen. If students cause any damage, this must be reported to a member of the boarding team as soon as possible. Similarly, if there are any maintenance issues in rooms, this must also be reported immediately.

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

Both boarding houses have maintenance staff available on weekdays and during 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 personal belongings in 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 an annual 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 vegetarian, vegan and halal options. **All dietary intolerance and allergies must be disclosed prior to arrival on pre-arrival documentation.**

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 made 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 using student cards on Reach tablets or using phones on Reach NFC tags.

It is essential that students do this on entry and exit of buildings, so that staff are able to keep an accurate record of who is in the building in case of a fire. 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, the Lower School Team or your Head of House.

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 students hear the alarm, they must evacuate the building immediately by following the fire evacuation procedure displayed around the boarding house. Students must not use any lifts during alarms. Failure to comply with fire drills and alarms may result in disciplinary action. All students undergo a thorough fire safety induction upon arrival at college.

Fire Prevention

Students must never cover smoke alarms or remove batteries from them and must never tamper with other safety equipment such as extinguishers or fire blankets. Students must not have candles, smoke in the premises or use faulty electrical appliances. Any such items found in rooms will be confiscated. All electronics should be turned off when students go to bed and leaving rooms.

SAFEKEEPING OF POSSESSIONS & INSURANCE

Students are advised not to store considerable amounts of cash or valuable items in rooms. Students have responsibility to keep possessions safe by locking rooms when not present and by locking valuables in the safe provided in each room.

Students 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 will investigate this.

ROOM KEYS AND FOBS

Students must never lend keys or fobs to anyone else and any lost keys or fobs must be reported immediately to boarding staff. Students may be charged for a replacement key.

VISITORS

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

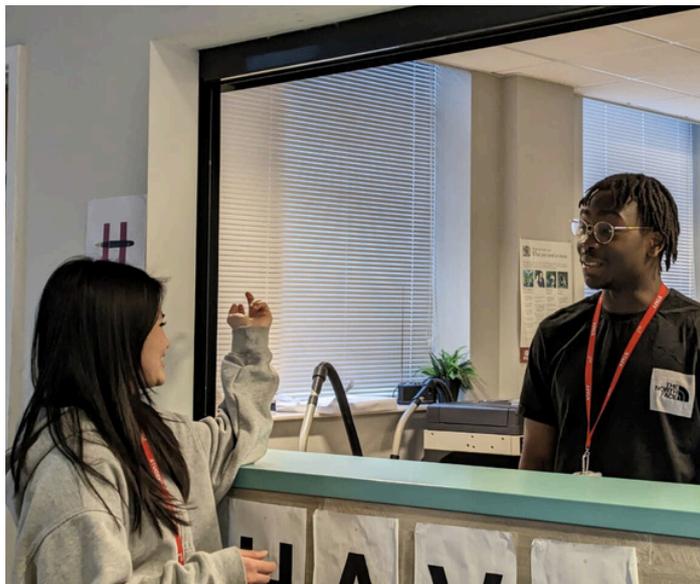
Visitors of students at the college must be supervised by the students themselves during visits, and must ensure they sign in and out with the boarding staff.

Students are not 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 badge and will be accompanied. If students see anyone in the building without identification, this must be reported to staff immediately.

SAFETY & SECURITY



STAFF SUPERVISION

Boarding staff are on call and contactable 24 hours a day, seven days a week. Students can contact staff by calling the duty mobile numbers, which can be found in the contacts section of this 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 Student Support Officer 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. Staff should knock and wait and identify themselves before entering a student's bedroom.

The college has a duty of care to all students and on occasions involving welfare or health & safety, it may be necessary 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.

KEEPING SAFE IN CARDIFF

For information about activities and things to do in Cardiff students can go to www.visitcardiff.com.

Cardiff is a very safe city to live. However, as with any other city, there are certain things students should do:

- **Always plan a way back to the boarding house.**
- **Stick together:** Students should stick together, particularly in the evenings, and let one another know once you are home safely. (Compulsory School Age students must always go out in groups.)
- **Students should keep valuables out of sight whilst out in Cardiff.**
- **Contact a Houseparent:** Houseparents are here to support students. If there are concerns about safety at any point, students must call the duty phones, and staff will assist.



LOWER SCHOOL STUDENTS

Students who are studying 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 a specific Senior Houseparent. Below are some of the additional measures put in place for CSA students:

LAUNDRY

CSA students receive a weekly laundry service, in addition to having 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 within 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.

Students should label clothing with their full name.

PREP

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

Prep takes place Sunday to Thursday evenings, between 6:30pm and 7.45pm. It is compulsory for GCSE students to attend, however those studying AS are not required to attend, although may do so if they wish.

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.

LEAVING THE BOARDING HOUSE

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

CURFEW & REGISTRATION

Curfew

CSA students must be back in boarding by **9pm**. All CSA students must return to their rooms by 10pm

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 evening before going to bed.

On weekends, 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.

LOWER SCHOOL CONTACTS

Director of Lower School

Neil Davies

neil.davies@ccoex.com

Assistant Director of Lower School

Kate Ladbrooke - Davies

kate.ladbrooke-davies@ccoex.com

Senior Houseparent Lower School

Angela Anwyl-Williams

angela.anwylwilliams@ccoex.com

LEAVE & END OF TERM

REACH BOARDING



Cardiff Sixth Form College uses a system called Reach Boarding in order to monitor who is in the boarding house, for student registration and for students to submit leave requests.

All students receive a log in to Reach as part of their induction. Students should download the Reach Student Life Management app, in order to be able to sign in and out of college buildings. Students can also access Reach by going to cardiff.reachboarding.com.

In order to use the Reach app in full, students should ensure their phone has NFC capabilities.

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. Leave requests may be rejected if they are not completed in adequate time.

Requests must include detailed notes with information relevant to the leave type, such as details of intended plans, full name and contact number of who students will be staying with, the address of student accommodation and travel details.

Students must ensure full permission is granted by parents, Head of House/Lower School Leader and a Houseparent (dependent on leave type) before they depart the boarding house. Students must always sign out with a member of the boarding team.

TYPES OF LEAVE

LOCAL LEAVE (UNDER 2 HOURS)

If students are visiting shops/park in the local area, and will be less than two hours, they do not need to submit a leave request. Students can sign into Local Leave by speaking with staff. Students must return within two hours. Local Leave will not be extended, so students are encouraged to submit extended leave if they think they may be longer than two hours.

No approval needed.

CSA students require House Parent approval.

EXTENDED LOCAL LEAVE (+ 2 HOURS)

If students would like to spend longer than two hours in the local area, they must submit an 'Extended Local Leave' request. In the notes section, they must give a detailed explanation of where they will be going.

House Parent approval needed.

MISSING LESSONS

If students will be missing lessons for valid reasons, i.e. a doctors appointment or online interview, they must submit a 'Missing Lessons' leave request to gain approval.

Head of House approval needed.

DAY LEAVE (NOT OVERNIGHT & OUTSIDE CARDIFF)

If students would like to visit somewhere outside of Cardiff, i.e. visiting a friend in Bristol, they must submit a 'Day Leave' request. Students must include detailed notes on where they will be going, as well as included information on travel arrangements, including attaching travel ticket confirmations.

Parent, Guardian, Head of House and House Parent approval

Leave request must be submitted 72 hours before leave.

OVERNIGHT LEAVE / SCHOOL HOLIDAY LEAVE

If students wish to stay out overnight, they must submit an 'Overnight Leave' request. Students need to stay with a guardian or parents, or receive approval from a guardian to stay with another adult aged over the age of 21. Detailed notes on where students will be staying, the full name and contact number of the adult they will be staying with, and any travel details must be included. Accommodation and travel confirmations should also be included.

Parent, Guardian, Head of House, House Parent and Senior House Parent approval

Leave request must be submitted 72 hours before leave.

LEAVE & END OF TERM

CSA LOCAL LEAVE

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

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

- Students must leave the boarding house in groups of no less than three students, or with an adult authorised by your house parent.
- Students 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 students do not have sufficient company for their request, Houseparents may reject leave.
- Students must inform the Houseparent as to where they are going and when they expect to return.
- Students must always be contactable by phone, and should regularly check in with Houseparents through the duty phone.
- If students wish to be away from the boarding house for more than two hours, they are expected to fill out an 'Extended Local Leave' request, which must detail all plans.
- Not all extended requests will be approved, particularly if students request to be away for an excessive amount of time. Students may be asked to contact the Houseparents at regular intervals on extended requests.

These rules are in place for your safety.

Students must notify the Houseparent on duty of any change in plans by calling the duty mobile number. Permission can be denied by Houseparents if 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, parent/guardian.

Houseparents 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.

Houseparents will also need to see photographic ID (passport/driving license) when any adult arrives to collect a student.

Students must also be dropped off at the boarding house by an adult on their return.

HOLIDAY/END OF TERM ARRANGEMENTS

Enrichment Weeks and Easter Break

Student fees cover accommodation over all enrichment weeks. Work observation placements, additional activities and in-boarding activities take place during this time. If students do not have a work observation placement or any other activities, they are able to apply for permission for leave to visit family or friends.

Christmas Break

Boarding is closed over the Christmas and New Year break, and students must vacate the boarding house at this time. Students can return home or arrange alternative accommodation through your guardian. Closure days and opening times 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. Students need to leave all rooms in a clean state. Those students returning for the next academic year will be allocated a new room on their return.

