



CARDIFF
SIXTH FORM
COLLEGE



Dukes
EDUCATION



STUDENT BOARDING HANDBOOK

Cardiff Sixth Form College, Cardiff
2026

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WELCOME TO BOARDING

Welcome to Cardiff!

The College has a diverse mix of students from all over the world, and we promote and celebrate our diversity.

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 mutual respect for others is fostered and encouraged at all times.

All students share a desire for learning and academic excellence, but we also prioritise student wellbeing and ensure 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.

We encourage students to grow in confidence and independence, preparing them for their higher education journey and life beyond school.

Enjoy your time with us!



Ceitho Anwyl Williams
Head of Boarding



BOARDING PRINCIPLES



Cardiff Sixth Form College students are able to access the amenities of a city while living in purpose-built, contemporary accommodation. With a large percentage of international boarders, we ensure high standards of pastoral care while facilitating the outstanding academic standards achieved by students. We seek to nurture independence amongst our students so they are well prepared for the demands of higher education.

BOARDING PRINCIPLES

1

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

2

To make **learning** a primary focus.

3

To share 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.

5

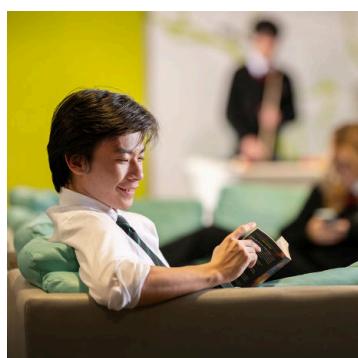
To provide **accommodation that is comfortable**, homely and suited to the needs of all boarders.

6

To provide a **safe environment** in which students can thrive.

7

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



BOARDING PRACTICES

Boarders all live on site in our outstanding, purpose-built boarding house. Boys and girls live on separate floors and all sixth form students have their own en-suite study bedroom.

All Lower School students share an en-suite twin room, separated by key card access from the older students. There are a number of common spaces for use solely by Lower School students. Kitchen facilities for students are also available, which are supervised by staff, where younger students can make hot drinks and snacks.

Boarding at Cardiff Sixth Form College is managed by the Head of Boarding, who is supported by a large team of boarding staff.

SUPERVISION

The boarding house is supervised at all times. If a member of boarding staff is not immediately available, 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 the Head of Boarding, Senior Houseparents (SHPs), Houseparents and Graduate Residential Assistants (GRAs), assisted by Student Support Officers (SSOs).

Medical matters are the responsibility of the Medical Team which includes the Nurse and the Healthcare Assistant. All boarders are registered with a local GP Surgery, City Surgery. In addition, our Wellbeing Officer is available for students to speak to in confidence about any issues causing them distress or concern.



ADDITIONAL PRACTICES

MEALS & CATERING

The College offers a high standard of catering in which personal choice and dietary requirements are met. Students take all meals in the main college building and can prepare their own snacks during evenings and weekends in addition to this.

COMMUNICATION

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.

ACTIVITIES

The College endeavours to provide an extensive and varied programme of excursions and activities over weekends and Enrichment Weeks.

RESPECT & PRIVACY

It is expected that staff and students respect the privacy of others. Staff will always knock and wait before entering student bedrooms. Rooms are entered during the school day for cleaning and room checks.

PEER MENTORS

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

BOARDING HOUSE & HOUSEKEEPING

THE BOARDING HOUSE

The boarding house is equipped with a large common room and a TV room which are available for students to socialise and watch television/play games.

Boarders also have access to a large communal kitchen, in which they can make snacks during the evenings and weekends. Boarders will have access to kitchenettes on their floors to make light snacks.

A laundry room is also available for students to use. Lower School students have their laundry done for them by the housekeeping team.

Common areas are shared spaces, so students are expected to treat them with respect, and keep areas tidy and clean.



Artist's rendition of the new boarding house.



Artist's rendition of a Lower School twin room.



Artist's rendition of a Sixth Form single room.

ROOM TYPES

Students will be placed as follows:

- **Single En-Suite Room:** Sixth Form students
- **Twin En-Suite Room:** Lower School students

All students have a bed, desk, wardrobe, and additional storage space.

All rooms have access to the internet.

All students receive a key card which allows access to the boarding house, their 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.

BOARDING HOUSE & HOUSEKEEPING

ROOM CLEANING

Rooms will be cleaned by housekeeping 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/garbage from their rooms and common spaces and placing rubbish in the external bin stores.

Students who fail to keep their room tidy will be asked 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 (pillowcase, duvet cover and fitted sheet) on arrival at the boarding house. 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 the housekeeping team, 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 Lower School students, are responsible for washing their own clothes and towels.

Students must ensure they observe the operating instructions for the laundry machines carefully.

Lower School students have access to a weekly laundry service provided by the housekeeping team. For more information about this, please go to [page 12](#).

STORAGE OVER THE HOLIDAYS

Students are able to store 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.

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 devices causing a nuisance to other students or neighbours may be removed by boarding staff.

Students are able to contact boarding staff at any time during night hours to report any noise that may be causing a disturbance.

DAMAGE & REPAIRS

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

We understand that accidents happen. Any damage 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 should not attempt to fix damage themselves, and must not attempt to change light bulbs or repair any electrical items. All maintenance work will be completed by the college.



BOARDING HOUSE & HOUSEKEEPING

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.
- Any kitchen appliances such as pots, pans, hobs, kettles, rice cookers and air fryers.
- Alcohol, cigarettes (including e-cigarettes and vapes), and drugs of any kind.
- Prohibited medications and supplements (see [page 14](#)).
- Concealable knives, including Swiss army knives.

Any student who wishes to purchase an appliance, which is not listed as prohibited above, must consult with a staff member first.

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.

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.

ROOM CHECKS, AUDITS & SEARCHES

Room checks are conducted on a weekly basis by boarding staff. This is to ensure that students are living in a clean, healthy and safe environment.

Room audits occur annually to ensure that rooms are maintained to a good standard 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 ever conducted in line with the college policy on room searches.

MEALS & DINING

The College has its own catering facilities and serves all meals in the dining hall. The College caters for all dietary requirements, including vegetarian, vegan and halal options.

Students in boarding are expected to eat healthily. As well as meals served in the canteen, students have access to a communal kitchen where they are able to make their own snacks between meal times. A supply of fruit and snacks is also provided by the College and made available in the boarding house.

Meals are served in the dining hall at the following times:

	Monday to Friday	Saturday and Sunday
Breakfast:	7am - 9am	Brunch: 10:30am - 12:30pm
Lunch*:	12:15pm - 2:15pm	Dinner: 4pm - 6pm
Dinner*:	5pm - 7pm	

**Actual times will vary based on your timetable.*



BOARDING STAFF



Ceitho Anwyl Williams
Head of Boarding



Angela Anwyl Williams
Senior Houseparent
Lower School



Paisley Beeching
Senior Houseparent
Sixth Form

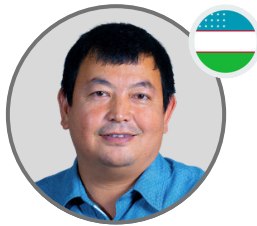


Kristian Gwilliam
Senior Houseparent
Cocurricular

HOUSE PARENTS



Daniel Ellis



Farhod Hazratqulov



Michael Hooper



Inese Klava



Arfat Nasser



James Owens



Becky Coates

MEDICAL TEAM



Sarah Morgan
Nurse



Olivia Naylor
Healthcare Assistant

STUDENT SUPPORT OFFICERS



Ian Atkins



Petra French

HOUSEKEEPERS



Jennifer Sage



Liz Walsh



Kat Kudla



Simon Operanta

CLUBS & ACTIVITIES



WEEKEND & EVENING ACTIVITIES

Activities are held throughout the school year in the evenings and at weekends. The College encourages students to get involved as this helps them to settle in to boarding life, while providing opportunities to develop skills and confidence. Some activities may be compulsory for Lower School 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. These are published in an activities calendar, promoted at our annual Clubs & Activities Fair in September, and communicated via email.

CLUBS & SOCIETIES

Boarding students are encouraged to get involved in clubs run by students and staff. 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	Philosophy
Model UN	Basketball	Art
Medical Ethics	Tennis	Glee
Law	Football	Choir
Economics	Volleyball	Orchestra
Engineering	Netball	And many more!

INTER-HOUSE COMPETITIONS & COLLEGE EVENTS

All students are organised into an academic House whilst at the College. Throughout the year, there will be many opportunities to represent the 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 attend.

CURFEW, REGISTRATION & LEAVE

LEAVE REQUESTS

Leave requests are a formal means for students to request time away from the boarding house.



The College uses a system called **Reach Boarding**, on which students can submit leave requests. All students wishing to leave the boarding house for any reason other than to attend school, must submit a leave request on Reach.

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 any accommodation, and travel details.

Parents and guardians will receive emails from Reach in order to approve or reject leave requests. Students must ensure full permission is granted by parents, guardians, Heads of House/Director of Lower School and Houseparents (dependent on leave type) before they depart from the boarding house.

Accurate records of who is in the boarding house are retained for safety. Therefore, if students are going on a submitted leave request they must sign out with a member of staff, who will update the Reach boarding system.

All students receive a log in for Reach as part of their induction. Students can access Reach by going to cardiff.reachboarding.com or by downloading the Reach Student Life Management app.

Students also use Reach to sign in and out of the boarding house and school by tapping their school ID cards on scanners in the reception areas of each building.

CURFEW & REGISTRATION

The below information on curfews and registration is relevant to Sixth Form students. Information relevant to Lower School can be found on [page 12](#).

CURFEW

Curfews are the times by which students must return to the boarding house.

Curfew for students in the Sixth Form is 10pm.

REGISTRATION

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

School Days (Monday to Friday)

Morning Registration: 7:00am - 8:45am

Students should leave the boarding house for school by 8:45am.

Evening Registration: 8:00pm - 10:00pm

Students must not leave the boarding house once registered.

Weekends and Non School Days

Midday Registration: 11:00am - 1:00pm

Afternoon Registration: 4:00pm - 5:30pm

Evening Registration: 8:00pm - 10:00pm

Students must not leave the boarding house once registered.

Students are expected to register with a staff member in the boarding house.



TYPES OF LEAVE

TYPES OF LEAVE

LEAVE WITHIN CARDIFF

There are a number of different Leave options that students may use to explore Cardiff Bay, the wider city and local towns. These only require Houseparent approval and will be fully explained to students during the boarding induction.

MISSING LESSONS

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

Head of House/Director of Lower School approval needed.

Leave request must be submitted at least 72 hours before leave.

DAY LEAVE

(OUTSIDE CARDIFF BUT NOT OVERNIGHT)

If students would like to visit somewhere outside of Cardiff, e.g. 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 including information on travel arrangements and attaching any travel ticket confirmations.

Parent, Guardian, Head of House and Houseparent approval needed.

Leave request must be submitted at least 72 hours before leave.

OVERNIGHT LEAVE

If students wish to stay out overnight, they must submit an 'Overnight Leave' request. Students need to stay with a guardian or parent, or receive approval from a guardian to stay with another adult 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, Houseparent and Senior Houseparent approval needed.

Leave request must be submitted at least 72 hours before leave.

LOWER SCHOOL LEAVE

In addition to the information provided above about leave requests, Lower School students must follow some additional rules, which can be found on [page 12](#).

SCHOOL HOLIDAYS & END OF TERM ARRANGEMENTS

Enrichment Weeks

Students can remain in the boarding house over all Enrichment Weeks. Work observation placements, additional activities and in-boarding activities take place during these times. 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.

Year 10 students have an extended, two-week Easter break.

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 their UK guardian. Closure days and opening times are on the school calendar and website.

End of the Academic Year

All students need to completely vacate and clear their room of all belongings at the end of the school 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.

SCHOOL HOLIDAY LEAVE

During the Christmas break and at the end of the academic year, students must vacate boarding, and submit a 'School Holiday' leave request. If students wish to return home, or remain away from the boarding house during Enrichment Weeks, they must also submit a 'School Holiday' leave.

'School Holiday' leave requests are specific overnight leave requests. Students must provide the same information as with an 'Overnight Leave' but they must also ensure that they also provide any additional information, such as flight details if travelling internationally.

Students will be asked to submit these requests in advance of the school holidays, usually by a deadline set approximately two weeks before the holiday begins.

Parent, Guardian, Head of House, Houseparent and Senior Houseparent approval needed.

LOWER SCHOOL STUDENTS

Lower School students are well supported throughout their time at the College, including a specific Senior Houseparent for support and guidance. Below are some of the additional measures and rules put in place for Lower School students.

CURFEW AND REGISTRATION

CURFEW

Curfews are the times by which students must return to the boarding house.

Curfew for Lower School students is 9pm.

REGISTRATION

Throughout the day and evening, students are also expected to register with boarding staff. Lower School students are expected to register with boarding staff twice on school days, and three times on non-school days. The times for registration can be found below:

School Days (Monday to Friday)

Morning Registration: 7:00am - 8:45am

Students should leave the boarding house for school by 8:45am.

Evening Registration: 8:00pm - 9:00pm

Students must not leave the boarding house once registered.

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

Midday Registration: 11:00am - 1:00pm

Afternoon Registration: 4:00pm - 5:30pm

Evening Registration: 8:00pm - 9:00pm

Students must not leave the boarding house once registered.

Students are expected to register with a staff member in the boarding house.

LAUNDRY

Lower School 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.

ADDITIONAL LEAVE RULES

Below are additional rules which Lower School must follow when they wish to leave the boarding house on leave.

LEAVE WITHIN CARDIFF

- Students must leave the boarding house in groups of no fewer than two students, or with an adult authorised by a Houseparent.
- 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.
- 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.
- Students must notify the Houseparent on duty of any change in plans and permission can be denied by Houseparents if safety may be at risk.

DAY, OVERNIGHT & SCHOOL HOLIDAY LEAVE

When leaving boarding, Lower School students must be picked up by an appropriate adult. Students must also be dropped off at the boarding house by an adult on their return.

Houseparents must be provided with the name and contact number of the appropriate adult in advance of the leave by parents/guardian. Houseparents will also need to see photographic ID (passport/driving license) when any adult arrives to collect a Lower School student.

HOMEWORK (PREP)

Lower School students have allocated homework (prep) time in the evenings. This is a silent study period supervised by members of the boarding team and school prefects.

Prep takes place Sunday to Thursday evenings, between 6:30pm and 7.45pm and is compulsory for all Lower School students to attend. As organised clubs, sports and activities also take place in the evenings, Lower School students can miss two sessions of prep a week to attend a club/activity of their choice.

RULES & EXPECTATIONS

Students are expected to act in accordance with the College's Behaviour, Rewards and Sanctions Policy. Failure to adhere to the rules and expectations set out below and in the policy may result in being sanctioned in line with the policy.

BULLYING

Staff and fellow students must be treated with respect at all times.

Any form of discrimination or bullying is unacceptable. The College takes all allegations of bullying or discrimination very seriously and will investigate thoroughly. Appropriate action will always be taken.

SMOKING, ALCOHOL AND ILLEGAL SUBSTANCES

Students must not purchase, store or consume alcohol on or off the school property whilst under the duty of care of the College.

Students are not allowed to smoke or use any form of e-cigarette or vape. This applies anywhere on or off the school property whilst the student is under the care of the College.

The use of illegal and other harmful substance is strictly forbidden. Any student found, or believed, to be under the influence of any drug that has not been prescribed by a UK NHS registered doctor will be subject to procedures outlined in the Behaviour, Rewards and Sanctions Policy.

PERSONAL RELATIONSHIPS

Students should not be engaged in intimate personal relationships in boarding accommodation, and should keep all behaviour appropriate.

Male and female corridors are single-sex only and access to floors/corridors of the opposite sex is prohibited.

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.

HEALTH AND SAFETY

All health, safety and security procedures must be followed.

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

CURFEW & LEAVE

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.

When leaving for an extended period of time within Cardiff, 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.

Students must return to their boarding house by curfew.

Unless students have written permission from the Head of Boarding or Senior Houseparents that states otherwise, they must return to the boarding house by the curfew time relevant for their age group.



HEALTH & MEDICAL

THE MEDICAL TEAM

The College has a 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, all of whom are first aid trained and trained to administer certain medications.

SICKNESS

Students are able to book appointments to meet with the Medical Team if they feel unwell in the morning before lessons start. They 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/the Lower School Team.

If the Medical Team assesses that students are too sick to attend college, they will approve time off, and students will be supported in the boarding house.

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

If a student is very unwell and requires time away from the College, they will be supported by their UK guardian.

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 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. If a prolonged hospital stay is required, the student's UK guardian will be responsible for their support.

MEDICATION

Students must not keep prescribed medication or over-the-counter medications (like aspirin, ibuprofen or paracetamol) or supplements in their rooms. Any medication found in rooms will be confiscated, and handed over to the Medical Team, for safety.

Prescribed medication should be declared to the Medical Team and given to the Nurse at the start of the academic year. The Nurse will store prescription medication for students and distribute this, as required.

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

No medication or supplements should be kept in rooms, unless approved by the Nurse. Any prohibited items will be confiscated, and may be 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 AND 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

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 *Maternity Leave*

Helen Williams (Maternity Cover)

helen.williams@ccoex.com **07554 957178**

DEPUTY DESIGNATED SAFEGUARDING PERSONS

Kate Ladbrooke-Davies kate.ladbrooke-davies@ccoex.com

Angela Anwyl Williams angela.anwylwilliams@ccoex.com

Paisley Beeching beeching@ccoex.com

Kristian Gwilliam kristian.gwilliam@ccoex.com

Julia Huber Henshaw julia.huber@ccoex.com

Emily Davies emily.davies@ccoex.com

Deputy Safeguarding Mobile: **07776 419599**

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

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



WELLBEING

All members of staff are available for students to talk to should difficulties arise. Living away from home, and studying towards exams can be a challenge at times, but the College has a lot of support available. In addition to boarding staff, all students can speak to their Head of House, in the sixth form, or to the Lower School team, in Years 10-11.

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, in confidence.

Sally Wozencroft sally.wozencroft@ccoex.com

INDEPENDENT LISTENER

The College has an identified person who students can contact if they wish to talk to someone from outside the College. The Independent Listener is available from 5pm to 6pm, Monday to Friday.

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

The first point of contact for any academic issues is the Head of House, for students in the Sixth Form, or the Lower School Team, for students in the Lower School.

HEADS OF HOUSE

Franklin	Alanna Davies	alanna.davies@ccoex.com
Seacole	Steve Davies	steve.davies@ccoex.com
Wallace	Katie Lawrence	katie.lawrence@ccoex.com
Morgan	Helen Williams	helen.williams@ccoex.com
Campbell	Elizabeth Reardon	<i>Beginning September 2026</i>
Bevan	Patricia Pointon	<i>Beginning September 2026</i>
Novello	Amelia Wood-Wright	<i>Beginning September 2026</i>

LOWER SCHOOL TEAM

Kyle Smith	kyle.smith@ccoex.com
Kate Ladbrooke-Davies	kate.ladbrooke-davies@ccoex.com

CONTACT WITH PARENTS

Students are encouraged to remain in contact with their families. If a student is unable to contact home, they should speak to a member of boarding staff for advice and support.

Parents are welcome to contact Heads of House/ the Lower School Team via email during the working day, and in addition can contact Houseparents via email on evenings and weekends.

We always encourage students to raise any issues or concerns directly with staff at the College, themselves, and we are happy to discuss these with parents.

FINANCIAL PROBLEMS

Boarders should speak to a member of staff if they have any financial concerns or any problems accessing funds.

COMPLAINTS

Students have a right to raise concerns and, in rare instances, to raise a complaint. In the first instance, we encourage students to speak directly to a member of staff as most things can be swiftly resolved. If students do wish to make a formal complaint, then they should do so by following the Complaints Policy, available on our website.



BOARDING PEER MENTORS

Senior students are selected to act as Boarding Mentors and have the responsibility of liaising between boarders, Houseparents and other staff 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 the College, they can speak to a Boarding Mentor.

OTHER POSITIONS OF RESPONSIBILITY

Alongside the Boarding Mentors, 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
- Lower School Peer Mentors
- Lower School Leaders (Year 11s)

SAFETY & SECURITY

SIGNING IN AND OUT OF THE BOARDING HOUSE

Students are required to sign in and out of the boarding house and the school by using student cards on Reach screens in the reception areas of the buildings.

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 a student's phone number changes, please make sure to update this with a Houseparent, the Lower School Team or a Head of House.

FIRE SAFETY

FIRE DRILLS AND FIRE ALARMS

There will be several fire drills throughout the school year 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 the boarding house.

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 in their rooms, must not smoke on 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 when they leave their rooms.

SAFEKEEPING OF POSSESSIONS AND INSURANCE

Students are advised not to store considerable amounts of cash or valuable items in rooms. Students have a responsibility to keep possessions safe by locking their rooms when not present.

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 KEYCARDS

Students must never lend their keycards to anyone else and any lost keycards must be reported immediately to boarding staff. Students may be charged for a replacement keycard.

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.

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, the boarding house has a night-time 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 boarding staff.

STAFF ACCESSING ROOMS

There will be occasions when staff need to access student rooms. Staff will 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 a room search.

Students must always allow staff to enter for this purpose. They will be told of the intention to search and there will be a second member of staff present to witness the search.

STRANGERS

College staff will always wear a lanyard carrying 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.

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 in. However, as with any other city, there are certain things students should do:

- **Always know the way back to the boarding house.**
- **Stick together**, particularly in the evenings, and keep in contact with friends and boarding staff. (Lower School students must always go out in groups.)
- **Keep valuables out of sight whilst out in Cardiff.**
- **Contact a Houseparent** if there are concerns about safety at any point. Students can call the duty phones, and staff will assist.



IMPORTANT CONTACTS

BOARDING TEAM



Head of Boarding

Ceitho Anwyl Williams
ceitho.anwylwilliams@ccoex.com

Senior Houseparents

Angela Anwyl Williams angela.anwylwilliams@ccoex.com
Paisley Beeching beeching@ccoex.com
Kristian Gwilliam kristian.gwilliam@ccoex.com

Houseparents

Rebecca Coates rebecca.coates@ccoex.com
Daniel Ellis daniel.ellis@ccoex.com
Farhod Hazratqulov farhod.hazratqulov@ccoex.com
Michael Hooper michael.hooper@ccoex.com
Inese Klava inese.klava@ccoex.com
Arfat Nasser arfat.nasser@ccoex.com
James Owens james.owens@ccoex.com

House Parent Phone Numbers:

07785 358043
07796 496913
07553 781165

ACADEMIC

Heads of House - Sixth Form

Alanna Davies alanna.davies@ccoex.com
Steve Davies steve.davies@ccoex.com
Katie Lawrence katie.lawrence@ccoex.com
Helen Williams helen.williams@ccoex.com
Elizabeth Reardon *Beginning September 2026*
Patricia Pointon *Beginning September 2026*
Amelia Wood-Wright *Beginning September 2026*

Director of Lower School

Kyle Smith kyle.smith@ccoex.com

Assistant Director of Lower School

Kate Ladbrooke-Davies kate.ladbrooke-davies@ccoex.com

SAFEGUARDING

Designated Safeguarding Person

Lisa Morton *On Maternity Leave*



Designated Safeguarding Person (Maternity Cover)

Helen Williams
07554 957178 (Safeguarding Mobile)
helen.williams@ccoex.com

Deputy Designated Safeguarding Persons

Kate Ladbrooke-Davies kate.ladbrooke-davies@ccoex.com
Angela Anwyl Williams angela.anwylwilliams@ccoex.com
Paisley Beeching beeching@ccoex.com
Kristian Gwilliam kristian.gwilliam@ccoex.com
Emily Davies emily.davies@ccoex.com

Deputy Safeguarding Mobile:

07776 419599



Designated Safeguarding Governor

Paul Ludlow
07584 012130
paul.ludlow@dukeseducation.com

MEDICAL

School Nurse Sarah Morgan nurse@ccoex.com

GP Surgery The City Surgery 029 2043 7980

Out of Hours Service (NHS 111) 111 or 111.wales.nhs.uk

WELLBEING

Wellbeing Officer

Sally Wozencroft sally.wozencroft@ccoex.com

Independent Listener (Available 5pm - 6pm, Mon - Fri)

Lou Price 07825 678870

Other Organisations

NSPCC www.nspcc.org.uk
Childline 0800 1111
Kooth www.kooth.com
MEIC www.meiccymru.org
Care Inspectorate Wales 0300 7900 126
Children's Commissioner for Wales 01792 765600



CARDIFF
SIXTH FORM
COLLEGE

