

Stephen Perse

Cambridge



Boarding Information Handbook

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Welcome

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

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

Best wishes



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Statement of Boarding Principles and Practice

These principles and practices outline the contribution made by the boarding ethos of the Stephen Perse Foundation (the 'School') to the achievement of the vision and the aims of the School. Full time boarding provision is available to UK and International Sixth Form students aged 15 or over who are at the Stephen Perse's Sixth Form.

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

The ideas of 'encouraged responsibility' and 'managed independence' underlie all aspects of Sixth Form life at the Foundation and come into their own in the boarding houses. It is one of the reasons why we believe we attract a substantial number of students who have never lived away from home before, as well as many with previous boarding experience.

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

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

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

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

We expect our Sixth Form boarders to develop a responsible attitude to the exercise of the relatively greater personal freedom of the Sixth Form. We intend to provide a valuable halfway house between home or the more traditional boarding school and the more open experience of life beyond school - particularly at university.

The School's boarding provision is regularly inspected, with areas such as catering and boarding staff being officially commended. However, boarding is not just about food and accommodation for our students. In the inspection, which took place in October 2021, inspectors commented that the boarding provision "safeguards and promotes [our students'] welfare".

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

The boarding houses comprise single study-bedrooms. Room sizes may vary within the houses but all include study space as well as a bed and storage. All rooms have en-suite bathrooms and all have free wi-fi. All students have access to a common room with a digital TV and DVD player, and facilities for making tea, coffee and snacks.

Breakfast, lunch and evening meals are provided every day, during term time and May Half Term, prepared by the School's external catering provider. The food is varied and healthy and always includes a vegetarian choice. The Catering Manager is very pleased to consider suggestions from boarders for additional or alternative dishes. We cater for most special dietary needs, from vegetarian to Halal.

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

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

Reviewed: May 2024



Contact Information

Head of Boarding – Denise Hammersley

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Boarding Houses

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

Student parcels

Student parcels should be sent to:

Scholars House
85 – 89 Mill Road Cambridge CB1 2UB



Arrival

The proper induction of boarders is key to future success and happiness when joining Stephen Perse and every effort is made to ensure that the transition to boarding runs smoothly. Details of the full induction programme can be found in the Foundation's Boarding Induction Policy and Procedure, included below.

All international boarders must use our approved taxi transfer service on arrival in the UK, unless travelling with their parent or guardian. The cost will be added to the boarder's bill. Please contact boarding@stephenperse.com for further details.

Arrival details for new boarders can be found on the Stephen Perse Website under Term Dates, Boarding Information 2024/2025. Please contact the Head of Boarding if you have any questions.

What to bring for boarding

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

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

Heating, cooking equipment or large electrical items such as TVs or fridges are not allowed in student rooms. All houses have communal equipment for making snacks and hot drinks. Small electrical items may be brought e.g. hairdryers. UK law requires the School to ensure that any electrical equipment that has the potential to cause injury is maintained in a safe condition. The School will arrange for the relevant maintenance checks and tests to take place on a regular basis. If an item of equipment is deemed to be unsafe, it will be removed and the boarders asked to take it home at the next holiday.

Boarding Induction Policy and Procedure (Students)

This policy applies to boarding students at the Stephen Perse Foundation (the School).

Aims and objectives

The proper induction of students is key to future success and happiness when joining the School and every effort is made to ensure that the transition to boarding runs smoothly. Induction is seen as a holistic process involving the student, their parents/education guardians, their new peer group and existing boarders, all of whom have a role to play and needs to be met, together with all members of the boarding staff.

Induction programme for full-time boarding students

Day 1

Prior to the student's arrival in September the parents and student receive the Boarding Information handbook. All boarding students arrive before the start of the Autumn Term as outlined in the Term dates on the School's website and will be met by the Boarding Staff. On arrival the boarding staff welcome the students to the boarding house and show them to their room and answer any questions. All students are asked for their mobile phone number on arrival which is added to the house phone and the students are asked to add the house duty mobile number to their phones. Our graduate assistants ensure that all the boarding students know the layout of the house including the location of the common rooms, the laundry and the dining room. The Head of Boarding is available to speak to individual parents.

A house meeting takes place in Kirbys for each boarding house on the evening of the day of arrival, hosted by the Head of Boarding and the Deputy Head of Boarding. The Head of Boarding will welcome the students and outline the following:

- Read through the Boarding Information Handbook.
- Discuss the Boarding Code of Conduct and Rules.
- Collection of passports and money (optional but encouraged).
- Introduction to the boarding staff (including the Graduate Assistants) and outline their roles and responsibilities, including their involvement with the extra curricular program. Emphasise that there is always a member of boarding staff around and the accessibility and role of the Independent Person and other sources of support. Refer to the posters in the common rooms with details.
- Outline how the boarding students contact the house staff, including at night time. Emphasise that the key thing is communication. Explain how boarding students may raise their own concerns and/or complaints about the boarding provision.
- Indicate the location of the fire exits, where the assembly point is and stress that if they hear the alarm they must leave immediately and calmly. Stress that the fire safety equipment must not be tampered with. Explain how the door release systems work in the event of fire and stress that these should not be used at any other time.
- Use of InVentry to sign in/out and access to the house.

- Meal times, wake up, welfare checks and curfew times.
- Medical Information – explain what to do if they are unwell and introduce the matrons. The matron, who is also the Appointed Person for the purposes of the First Aid Policy, to outline the process of registering with Woodlands Surgery.
- Medicines – explain that all boarders will have a brief interview with one of the Matrons during their first week to discuss any prescription or non-prescription medicine they may have with them. All medicines to be given to a member of boarding staff to store in the medical rooms until this interview has taken place.
- Wi-fi and Internet access and rules relating to the use of wi-fi enabled devices.
- Explain the legal requirement for the School to ensure that electrical equipment that has the potential to cause injury is maintained in a safe condition. Ask students to make available any electrical equipment they have brought into the House for checking. Remind students that they need to inform a member of the boarding staff if they bring any other electrical equipment into the house over the course of the year or have any concerns about the safety of the equipment.

Students will be asked to confirm that they have attended the induction and that they agree to abide by the Boarding Code of Conduct and Rules in the form set out at Annex 1.

Day 2

Tour of Cambridge to include the location of the school buildings.

Day 3

- Free day for shopping and getting to know Cambridge.
- House meetings in the evening to outline the arrangements for the first day of term and to provide an opportunity for questions.

Reviewed: May2024



Weekend leave

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

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

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

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

Education Guardians

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

Money, passports, visas and identity cards

Boarders should not keep large sums of money in their possession but should hand it to the house staff who will deposit it in the house safe. Boarders are encouraged to open a UK bank account.

Boarders are encouraged to deposit their passports and Biometric Residence Permit (BRP) cards in the house safe upon arrival though students may have access to them at any time. A consent form will be signed by the boarders, and parents where the boarder is under 16 years of age; this will be arranged when the boarder arrives at the house. Passports and visas should be kept up to date and we expect all renewals to take place during the long holidays to allow plenty of time for them to be issued. Boarders requiring a visa will collect their BRP at the start of term. Please ensure that you use our ACL code so that the BRP is sent to school.

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

Medical information

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

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

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

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

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

Important Information

1. All boarders will be registered at Woodlands Surgery unless parents tell us otherwise:
Eden House,
48-49 Bateman Street, Cambridge,
CB2 1LR
www.woodlandssurgery.co.uk, +44 (0)1223 697600
2. Any medicine brought to the boarding house must be declared to the matrons on arrival. All overseas medicine must be in the original container, have an English translation, the boarder's name on it and, if appropriate, a doctor's prescription letter. Where we do not have this information the Head of Boarding will contact the parent to obtain the information and an appointment will be made with the GP at Woodlands Surgery.
3. Boarders who have been prescribed an adrenaline auto-injector (AAI) should bring three of their own AAIs, if possible; one to be stored in the boarding house, one to be stored at school and one to be in the possession of the boarder at all times.

4. The School recognises that a student may need to have prescribed medication. Year 12 and Year 13 boarders' suitability to manage their own medication will be assessed by the Head of Boarding.
5. Boarders are expected to alert the boarding staff as soon as possible if they feel unwell. If a doctor's appointment is required, the Matron will contact Woodlands Surgery. Boarders will generally be accompanied, in liaison with the student or parent/guardian.
6. If a boarder is taken ill during the day, they must report to the Sixth Form Reception; they will be asked to see the Healthcare Practitioner at the Senior School who will decide if a boarder needs to return to the house.
7. Some non-prescription medication is available from the Sixth Form Reception or from the boarding staff in the boarding houses.



Boarders' daily routine

Monday to Friday

- Welfare check: 07:15
- Breakfast: 07:30-08:40
- Welfare check: 18:00
- Supper: 17:50-18:50
- Study: 19:00-21:00 (not applicable on Fridays)
- Welfare check and curfew: 22:00 (23:00 on Friday for Year 13)

Saturday

- Welfare check: 08:45
- Breakfast: 09:00-10:00
- Welfare check: 13:00
- Lunch: 13:00-14:00
- Welfare check: 18:00
- Supper: 17.50-18.50
- Welfare check and curfew: 22:00 (23:00 on Saturday for Year 13)

Sunday

- Welfare check: 10:00
- Brunch: 11:00-13:00
- Welfare check: 18:00
- Supper: 17:50-18:50
- Welfare check: 22:00

Curfew

- All boarders must observe the curfew times.
- Boarders have a curfew of 22:00 every day (23:00 on Friday/Saturday for Year 13).

Holidays and half-terms

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

Entertainment in the houses

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

Leaving the boarding house

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



Boarding Code of Conduct and Rules

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

Meals

- Boarders are encouraged to take the majority of meals in Kirbys.
- Take-away food deliveries are only allowed on Friday evening/all day Saturday and MUST be eaten in the common room.
- Boarders are NOT allowed to eat food (other than snacks such as biscuits/fruit) in bedrooms.
- Boarders are not allowed to cook in bedrooms.
- No raw, uncooked meat/fish may be brought into the boarding houses.
- In accordance with our Managing Nut and Other Allergies Policy, tree nuts, peanuts and any products containing them are forbidden in the boarding houses.
- In the event of any further restrictions on food items permitted in the boarding houses (for example, where a member of the boarding community has a severe allergy), boarders will be informed in advance and must follow the instructions of the boarding house staff.

Curfew

- Boarders must observe the following curfew times:
- Year 12 boarders - 22.00 every day
- Year 13 boarders - 22.00 Sunday - Thursday and 23.00 on Fridays and Saturdays

Forbidden Activities

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

Prohibited and Banned Items

Students may not bring onto any of the boarding premises (or any of the Foundation's sites) or possess whilst in the care of the Foundation the following prohibited Items (as specified in paragraph 3.1 of the Foundation's policy on Searching and the Retention and Disposal of Confiscated Items):

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to, the property of, any person (including the student themselves).

In addition to the above Prohibited Items, students may not bring onto any Foundation site or possess whilst in the care of the Foundation the following items (the "Banned Items"):

- Chemicals
- Aerosol sprays (excluding deodorant)
- Correction fluid
- Laser pens
- Matches or lighters
- Toy/replica weapons
- E-cigarettes or vaporisers
- Illegal drugs paraphernalia

Prohibited and Banned items may be searched for without the agreement of the student in accordance with the Foundation's policy on Searching and the Retention and Disposal of Confiscated Items.

Illness and Medication

- Any medication must be declared to the boarding staff on arrival at the start of the term and on an ongoing basis. The School has strict procedures for the management of Controlled Drugs as set out in our Medicines Policy. Any student bringing a Controlled Drug into the boarding houses must hand them to the Head of Boarding on arrival. The Head of Boarding will explain the procedures by which the Controlled Drug will be dispensed.
- Generally, all other prescription medicines will be administered by the boarding staff. However, decisions will be made in consultation with the student on a case by case basis, taking the type of medicine, the student's needs and any other relevant factors into consideration.
- Boarders who feel unwell must contact boarding staff immediately. If lessons are missed through illness the student must remain in their room that evening.

Safety, privacy and respect for others

- Boarders must not lend keys or cards to others. If a key/card is lost there will be a charge to replace it.
- Rooms should be locked when not occupied and care should be taken with personal possessions.
- Boarders should not keep large sums of money in their possession.
- Boarders must not enter the rooms of other boarders, where permitted, without knocking and gaining permission first.
- Unwanted attention from one or more boarders towards another student will not be tolerated. If you feel you have been receiving unwanted attention, please report it to the Boarding house staff.
- Girls are not allowed into the boys' area of the house and vice versa.
- Boarding staff will always knock on a student's door before entering. Boarding staff must see each student at the welfare checks at 07.15/08.45 and 22.00/23.00.

Personal relations

- Sexual relationships between boarders whilst in the care of the Foundation are forbidden, regardless of what may be considered acceptable behaviour in other social environments. Breaches of this policy will be considered a disciplinary matter.

Use of Computers and Wifi

- Wi-Fi is available in all the houses and boarders must log on using their SPF accounts. If equipment is misused, then it will be confiscated, although boarding staff will always ensure that boarders are able to maintain reasonable access to their families and/or carers. All boarders receive an IT induction at the beginning of term when they are issued with their iPads.
- Boarding staff are mindful that some boarders will have parents, carers or family members in different time zones and will help make arrangements for boarders to contact them in private, at a time that is suitable for all parties wherever necessary.

Online Safety

- Our computer network is monitored centrally and boarders must accept and adhere to our Technology Acceptable Use Policy. Boarders must use appropriate language in all their communications, including when using our network. This includes emails between boarders and communications with other people via email and messaging sites. Access to some internet sites on our computer network is automatically barred. The Foundation will not tolerate any form of bullying or cyberbullying (see Anti-Bullying Policy). Boarders must not have any messaging services, social networking sites or personal emails 'open' during study unless necessary for study purposes. If any boarder feels they are being bullied or is aware of the bullying of another student, they are strongly advised to speak up and tell a member of boarding staff. Please also refer to our Online Safety Policy.

Visitors

- Visitors are restricted to family members, legal or education guardians and students enrolled at the Foundation.
- Boarders are responsible for their own visitors and must remain with them at all times.
- Visitors must be introduced to the boarding staff on arrival and sign in/out using the access system.
- Day students enrolled at Stephen Perse are not allowed into the boarding houses on weekday mornings, before 10am. on weekends and after 18.00 at any time.
- Boarders, family members, legal or education guardians are allowed to visit the houses, accompanied by their boarding student between 10am and 9.45pm on any day of the week
- Visitors are restricted to the common rooms unless they are family members or legal or education guardians.

Working environment

- All boarders are expected to keep noise levels within acceptable limits.
- Study time for all boarders is 19.00 – 21.00 Monday to Thursday. Boarders must study in their rooms.
- Boarders are expected to attend all house meetings.

Travel away from the Boarding House

- Boarders who wish to make visits or attend interviews of further education institutions – or for other significant educational opportunities which may be permissible during teaching hours – must seek permission through the Head of Boarding who will liaise with the Head of Sixth Form, and these will be assessed on a case by case basis.
- Boarders who wish to take a weekend exeat during term must complete an online exeat form for approval before 21.00 on Wednesday (prior to the weekend).
- Parents/guardians of all boarders (including those over 18) must confirm and agree the exeat details by 19.00 on Thursday prior to the weekend. Failure to do so will result in boarders not being allowed to sign out.
- Independent weekend travel out of Cambridge will only be allowed if permission has been given by the student's parent or legal/education guardian and is received by the Head of Boarding by Thursday prior to the weekend.



Condition of rooms

- Cooking devices (e.g. rice cookers), water heaters or kettles are not allowed in boarders' rooms.
- Only small amounts of snacks may be stored in bedrooms.
- Boarders must keep their rooms tidy. There will be a weekly room check and parents will be charged for any damage to rooms. Boarders must immediately report any damage or deficiencies to boarding staff.
- Glasses or mugs must be returned to the common room at the end of each day.
- Boarders must remove bed linen for collection every Monday morning and ensure they make their beds before going to bed on Monday evening.
- Boarders must ensure that floors and surfaces in their room are as clear as possible on the day allocated for cleaning to ensure that their room can be thoroughly cleaned.

Personal Possessions

- During School holidays when the boarding houses are closed boarding students must take their passports, BRPs and any money that is normally stored in the safe with them.
- All personal possessions must be removed from the boarding houses when boarders leave the School at the end of their time with us. The School will remove and store any personal possessions which are left in the boarding houses after the boarder's permanent departure for a maximum of 14 days and will take reasonable steps to notify the boarder and/or their parents using their last known contact details. If the items are not collected within 14 days, the School may dispose of them. Parents will be responsible for meeting all reasonable removal, storage and/or disposal charges.

Related policies:

- Anti-Bullying Policy
- Behaviour, Rewards and Sanctions Policy
- Code of Conduct and Rules for the Sixth Form
- Online Safety Policy
- Safeguarding and Child Protection Policy
- Searching and Retention and Disposal of Confiscated Items Policy
- Smoking, Alcohol and the Misuse of Drugs and Substances Policy
- Technology Acceptable Use Policy for Pupils

Reviewed: May 2024

Stephen Perse

Foundation