



Statement of Boarding Principles and Practice

Revised: March 2020

Review date: August 2020

Safeguarding

The College is committed to safeguarding and promoting the welfare of all its students. The College follows the principles in *Keeping Children Safe in Education* (DfE September 2019) and *Working Together to Safeguard Children* (DfE July 2018); the College Child Protection and Safeguarding Policy are available on the College's website and available to any student or parent.

Statement of boarding principles and practices

Boarding is a key aspect of Oxford Sixth Form College's provision and is fully compliant with National Minimum Standards. Our aim is for boarding to be a positive experience that enhances college life and helps to develop in students a sense of self-confidence and individual responsibility while at the same time enabling them to live happily and study effectively. We aim to ensure that students are comfortable and well looked after in their boarding environment and that their welfare and wellbeing is at the forefront of everything we do.

We recognise that some students are ready for fully independent living, while others are looking for something close to a university student experience and yet others prefer a family environment; the younger students especially require a high degree of supervision and support. Every effort is made to match the right student to the right environment. We believe that safe, welcoming and secure accommodation can enhance a student's experience at College and enable them to study productively, live independently and develop confidently. We endeavour to ensure that students are happy, comfortable and feel 'at home' in their accommodation. Students are encouraged to develop positive relationships with others and to feel part of the community or family in which they live.

Where issues or concerns arise we aim to act promptly to resolve difficulties, with the student's welfare and well-being the main priority in any decisions. Living independently, whether in a host family or boarding house, brings responsibilities as well as independence and we hope that each student will develop confidence and resilience during their time at the College. Our wide range of accommodation across the city helps us to achieve this goal. Students who are settled and happy where they are living are more likely to be motivated and effective in their studies. Approximately 50% of our students are boarders.

The boarding options we provide are varied and offer a great deal of flexibility and choice for students and parents. Before accommodation is organised the Assistant Principal Pastoral & Boarding (APPB) is made aware

of medical needs, dietary needs, pet or food allergies as gathered via the College's enrolment form for onward transmission to staff in College boarding accommodation and host families.

We source host accommodation as close to the College as possible, but where a bus ride is inevitable this is on a direct route into the town and should take no more than 30 minutes at peak times. Bus stops are usually between a 5 and 10 minute walk from all accommodation.

Communication and support

We believe that effective communication is very important. The APPB is in regular contact with staff in the boarding houses, with hosts and with students. The Heads of House (HoH) are based in each boarding house. One daily update from the residence is sent to the APPB, Senior Tutors and the boarding team with a diary of events at the boarding houses and any issues are identified.

We encourage students to give us feedback on their boarding experience and to raise any concerns as soon as possible. All students are offered support with any issue relating to their experience and the HoH, the APPB, the Principal and the Senior Tutors all work together to make sure matters are dealt with quickly and effectively. They can do this by talking to the boarding staff or host parent or to their Senior Tutor with whom they meet once a week. We welcome comments on any aspect of the boarding community and aim to act on the comments, suggestions and requests that emerge as far as is practically possible.

Every student in the boarding houses will have an informal meeting once a term to discuss their boarding experience at Oxford Sixth Form College. The HoH, APPB and the Independent Listener hold regular meetings in both of the boarding houses, once every term, or more frequently if there is a problem. We also seek students' views through face to face discussions, questionnaires and feedback surveys: a written survey of boarders' views is conducted twice in each academic year; a 'food survey' is conducted in the two catered boarding houses and host accommodation at least once a year. These address all aspects of the College's provision, including boarding and pastoral support.

Admission to Boarding

As part of the enrolment process, students indicate their boarding preference. All boarding and host families are thereafter arranged through the Admissions team. Individual attention is given to the needs and wishes of each student and their parents, and every attempt is made to ensure that students are placed in boarding or host family which meets their

requirements and which will provide a secure, happy and supportive environment conducive to effective study. As it is not always possible for students, parents or guardians, to visit the boarding/host families before making a choice, staff who undertake the admissions interviews will advise students and parents of their options and information is available on the College's website. The Admissions team can be in contact by email and telephone to further discuss the options if required. The HoH is available in term and the APPB is available in and out of term time to deal with any issues or concerns. At weekends and in the evenings there is a College mobile number for parents or students for any urgent issues if the need arises.

Contact Details

St Ebbes	Head of House: Anxo Pena Perez	Pensons Gardens	Head of House: Elena Carter
Telephone:	01865 793333	Telephone:	01865 793333
Mobile:	07557 948 905	Mobile:	07557 941 257
Email:	anxo.penaperez@oxfordsixthformcollege.com	Email:	elena.carter@oxfordsixthformcollege.com
Out of hours mobile:	+44 (0)7557 919443	Out of hours mobile:	+44 (0)7557 919443

Guardians

All international students under the age of 16 must have a UK guardian and we strongly advise all students over the age of 16 also to have a guardian.

Types of accommodation

The College oversees various types of accommodation:

Host Families (for ages 16+)

These provide a supportive, homely setting which, in particular for international students living a long way from home, offers a valuable opportunity to live in a welcoming family environment and to develop linguistic skills and cultural awareness at the same time. For UK students host families offer a degree of support and of freedom. A student living with a family has a single study bedroom and in some cases a private bathroom. Breakfast and evening meals are provided and it is usually possible for students to make themselves light snacks. Close contact is maintained with host families, most of whom have been housing our students for a number of years. All accommodation new to the College is carefully inspected before being recommended to students, and then at least on an annual basis thereafter.

All host families are carefully chosen and vetted, and most of them have been providing accommodation for students of the College for a number of years. They are selected because the hosts enjoy having students in their home and are keen to provide a caring and friendly environment. The APPB endeavours to match students to hosts who can provide the specific family setting that the student is looking for, taking account of individual

preferences, with relation to such things as diet, allergies to pets, a family or perhaps a retired couple. Wherever possible, we will suggest at least two different possibilities and the final choice will be made by the student and his or her parents after they have visited the houses and met the host families.

College Boarding (for ages 15-18)

The College has two boarding houses; St Ebbes and Penson's Gardens. St Ebbes, located in the heart of the City and is about a 5 minute walk from the College, provides boarding for students under the age of 18 (mixed gender) as at the day preceding the start of an academic year. The building has an access system that enables the College to split genders and there is CCTV throughout. All of the study bedrooms have en-suite facilities. There is a communal dining/kitchen and lounge area on each of the four floors. Students are able to make their own snacks, hot and cold drinks between meals with use of the fridge-freezer and microwave in the kitchens. Breakfast and evening meals are provided 7 days a week. There is internet access throughout the building. Laundry facilities are available free of charge throughout both boarding houses. Houseparent's are there 24/7 to oversee the safety and provide support to the students.

Our second residence, Penson's Gardens, is in St Clements, a 10 minute walk from the College, and is surrounded by local shops and restaurants. Like St Ebbes, each student has an en-suite study bedroom and access to kitchenettes on each floor. There is a lounge on the first floor with a television and games. The students are provided with breakfast and an evening meal seven days a week. Free Laundry facilities, internet access and 24/7 supervision is also provided by a small team of houseparent's.

Independent Residence (for ages 18+)

For students aged 18 or 19 when joining the College and wanting to live in independent accommodation we recommend Between Towns Court, a fifteen-minute bus journey from the College. Please do note that Between Towns Court is not a College boarding house and is not manned by College house parents. Students choosing to live at Between Towns Court will need to book and pay for their room at Between Towns Court directly.

Accommodation includes Small double bed, en-suite shower room, Spacious storage, Comfortable workspace, On-site laundry facilities, bicycle store, outdoor social space, fully equipped shared kitchen. Utility bills and contents insurance are included.

Private Rental (18+)

We do not recommend or offer assistance in finding private flats/houses and suggest contacting local property agents. The dangers of private rental include not having access to students who become unwell and some students have experienced difficulties with landlords and utility companies.

If you choose this option we strongly recommend that contracts are checked carefully before signing and insurance cover is taken out for personal belongings. We also request that you provide the Admissions team with details of the landlord or letting agent and details of how to gain access to the building in an emergency.

Healthcare

The College requires all students to register with a local doctor on arrival (Unless UK based and require continuing support from their local GP). Similar arrangements should be made to register with a dentist and an optician if necessary.

All students are required to complete a Health Questionnaire before arriving. Oxford Sixth Form College has a link with King Edward Street Medical Practice which is conveniently located next to the main college building. Appointments can be made by telephone, by calling into the surgery or if support is required through the College Matron, Senior Tutors or Houseparent.

There are a number of dentists and opticians near to the College. Students may make their own appointments or can ask the College Matron or their Houseparent to make the appointment on their behalf.

Smoking

Smoking is not allowed in College building or in any accommodation arranged by the College. There are strict sanctions in place, please see the Promoting Good Behaviour policy and the Alcohol, Drugs and Smoking policy.

Alcohol and Drugs Policy

The College will not tolerate drugs, paraphernalia and/or alcohol being brought into, consumed, stored or exchanged on College premises or any accommodation arranged by the College. The College's alcohol and drugs policy is available on the College website and available to any student or parent who requests a further copy.

Other College Policies and Procedure

The College's policies and procedures are published on the website. Parents and students may request a printed copy at any point. It is highly recommended that all parents, agents, guardians and students read the following:

- The Student Handbook
- Boarding Handbook (as required)
- Promoting Good Behaviour Policy
- Alcohol, Drugs and Smoking policy
- Child Protection Policy
- Safeguarding Policy
- Anti-bullying Policy
- Complaints Policy and Procedures Disability access policy