



Oxford Sixth Form College

A NORD ANGLIA EDUCATION SCHOOL

Statement of Boarding Principles and Practice

Revised: June 2024

Review date: June 2025

This policy is available on our College website, <https://www.oxfordsixthformcollege.com/the-College/policies/> or in hard copy by contacting the College reception (01865 703333).

All students are provided with an electronic copy of the National Minimum Boarding Standards 2022 upon arrival.

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* (2024) and *Working Together to Safeguard Children* (2024) and the National *Minimum Boarding Standards* (2022) (NMBS). The College Child Protection and Safeguarding Policy is available on the College's website 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 NMBS 2022. Our aim is to provide a homely and welcoming environment in which boarders feel safe, secure, and comfortable, and where their privacy is respected, and our boarders enjoy their accommodation and mealtimes and feel that their belongings and personal possessions are protected.

We aspire to making boarding a positive experience that enhances College life and helps to develop in students a sense of self-confidence and individual responsibility whilst at the same time enabling them to live happily and study effectively.

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. 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. 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 Director of Student Services and Heads of Houses are made aware of medical needs, dietary needs, animal 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 a five-minute walk from all accommodation.

Use of CCTV in boarding accommodation

As per the CCTV policy, the Closed-Circuit Television (CCTV) system and door access control system used on OSFC premises is operated in compliance with the law relating to data protection. It takes into account best practice as set out in codes of practice issued by the Information Commissioner (ICO).

OSFC seeks to provide safe and welcoming environment to its students and to ensure, as far as reasonably practicable, the safety and security everyone on its properties (OSFC Sites). The rationale why OSFC deploys CCTV and door access controls is to:

1. Promote a safe environment and to monitor the safety and security of OSFC Sites.
2. Ensure public, staff, parents or guardians, students and employees safety.
3. Deter crime.
4. Assist in the prevention, investigation and detection of crime and other misconduct.
5. Reduce the fear of crime and to reassure staff, parents or guardians, students and employees.
6. Assist in the identification, apprehension and prosecution of offenders.
7. Assist in the investigation of accidents.

OSFC's door access control system is an electronic system whereby certain doors are permanently held in the closed or locked position and access, or egress can only be gained via the use of a preprogrammed Identification (ID) card.

This policy will be reviewed annually by the Data Protection Officer (DPO) to ensure the use of CCTV and door access systems for the above purposes remains justified and any changes are approved by the Principal.

This policy does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of OSFC's management.

Communication and support

We believe that effective communication is very important. The Director of Student Services (DoSS) is in regular contact with staff in the boarding houses, with hosts and with students. The Heads of House (HoH) are based one in each boarding house. Daily and evening updates from the boarding team are sent to the Principal (P), HoB, DoSS, Senior Tutors and the boarding team with a diary of daily 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 issues relating to their experience and the HoH's, the DoSS, 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, or to their Senior Tutor with whom they meet frequently. If students feel unable to raise concerns with College staff, they have to contact details of our Independent Person and are able to contact her at any time. 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, DoSS and the Independent

Person hold regular meetings in both boarding houses, once every term, or more frequently if there is a problem or the students request an additional meeting. 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 boarding houses and host accommodation once a term; 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. 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 time and the DoSS and P are available in and out of term time to deal with any issues or concerns. At weekends and in the evenings, there is a 24/7 College mobile number for parents or students for any urgent issues if the need arises.

Contact Details

St Ebbes	Head of House: Zig Powell	Pensons Gardens	Head of House: Szilvia Fazekas
Telephone:	01865 793333	Telephone:	01865 793333
Mobile:	07557 948 905	Mobile:	07384 469 795
Email: Zig.Powell@oxfordsixthformcollege.com		Email: szilvia.fazekas@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 should have a UK guardian and we strongly advise all International 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+)

Hosts provide a supportive homely setting which younger international students, a long way from home, find welcoming. They can develop their linguistic skills and awareness of different lifestyles at the same time. Hosts also offer a degree of support and freedom for UK students.

A student living with a family has a single study bedroom and, in some cases, a private bathroom which is of a comparable standard to the of College boarding. 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 many years. All accommodation new to the College is carefully inspected and the host and their family interviewed before being recommended to students, and then visited at least three times a year thereafter. All host families are carefully chosen and vetted.

College Boarding (for ages 15-19)

The College has two boarding houses: St Ebbes and Pensons 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 19 at enrolment, and of mixed gender. The building has an access system that enables the College to split genders by floors and there is CCTV throughout the communal spaces. All the study bedrooms have en-suite facilities. There is a communal dining/kitchen and lounge area on each of the four floors. Students can 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. Houseparents, who do not reside in the boarding houses, provide 24/7 awake cover to oversee the safety of the students and provide support.

Our second residence, Pensons 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 soft furnishing, a television and games. The students are provided with breakfast and an evening meal seven days a week in the ground floor kitchen-diner. Free Laundry facilities, internet access and 24/7 awake supervision are also provided by a team of Houseparents.

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 immediate access to students who become unwell, and some students have experienced difficulties with landlords and utility companies. We strongly recommend that contracts are checked carefully before signing and insurance cover is taken out for personal belongings. We also require that all students living independently provide the Admissions team with written parental permission, details of the landlord or letting agent and details of how to gain access to the building in an emergency.

Students living with their Guardians

The College does not appoint Guardians for students. Where students are under the age of 18 years the College will take steps to ensure that the student is safe, and that the guardian is promoting the physical and emotional wellbeing of the child. Where a student is of statutory school age (15) and is living with their guardian the College will refer the details to the local authority since it will constitute a private fostering arrangement. Any concerns about the Guardianship arrangements will be raised with the relevant authority.

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 Northgate Health Centre which is conveniently located only 5 minutes' walk from the main College building and St Ebbes boarding house. 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, Vaping, Alcohol and Drugs

Smoking and vaping are not allowed in any of the College buildings under any circumstances.

The College does not tolerate drugs or drug paraphernalia and/or alcohol being brought into, consumed, stored, or exchanged on College premises or any College arranged accommodation. CBD products are also banned from all College buildings unless they have been purchased from a reputable chemist and are recognised as legal. All CBD products need to be surrendered to the HoH and will be dispensed to students, as with all other medication.

Please see the Promoting Good Behaviour policy, and the Alcohol, Drugs and Smoking policy which are available on the College website and 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 & Parent Handbook
- Boarding Information (in Student & Parent Handbook)
- Promoting Good Behaviour Policy
- Alcohol, Drugs and Smoking policy
- Child Protection and Safeguarding Policy
- Anti-bullying Policy
- Complaints Policy and Procedures Disability access policy