

### **Room Allocation Procedures**

Concord College Summer School's boarding is divided into 11 houses of varying size. Each house has a residential lead house-parent(s) with assistant house parents available to give relief. All members of staff have a Disclosure Barring Service check.

Girls and boys accommodation is strictly separate and students are allocated to houses generally based on their age. Special requests for accommodation will be considered and granted wherever possible. However, there is a very limited number of double rooms so requests to share a room cannot always be fulfilled. In these cases it may be possible to allocate adjoining rooms.

Rooms are cleaned every week day and communal areas, showers and toilets only are cleaned at weekends. Students are encouraged to keep their own rooms neat and tidy.

### **The House Parent**

House Parents take a particular interest in the children in their house and focus on the social and welfare side of the student's stay with us. The role of House Parent and Class Teacher complement one another and there are many overlaps. Good communication between these two roles is encouraged to build up a complete picture of each student.

House Parents are responsible for the welfare and well-being of the students in their care and for such things as good organisation, punctuality and tidiness of bedrooms. Lead House Parents are required to write reports on each of the students in their boarding house at the end of a course. In this way, parents are able to get a more rounded overview of their child's performance and happiness within our boarding environment.

### **Boarding Routines**

House Parents will typically wake up each student in their care between 07:30 and 07:45 am each morning, Monday to Saturday inclusive. Breakfast is available between 08:00 and 08:30 on these days. Sunday is a day of rest and students can sleep in if they wish, with breakfast served between 09:00 and 09:30.

The day ends at 22:30 (21:30 for under 12s) and all students then return to their boarding houses. The House Parents will then make their rounds and see each student individually to make sure that they are present, well and have no problems.

The night security staff are then available should any student need help. House Parents can be involved if it is deemed necessary.

## **Illness**

If a student is ill in the morning the House Parent will inform the Concord College Summer School nurse who will visit the student in their bedroom. If necessary he/she will arrange for meals to be taken to the student if they are confined to bed.

During the working day from 08:30 - 22:30 (weekdays) a Concord College Summer School Nurse is on duty in the medical room. The Nurse will respond in the event of an emergency or illness at any time. After 22:30 students can contact their House Parent or the Night Security Staff if they feel ill and can be transported to the local hospital if it is felt necessary. A number of trained First Aiders on the staff are also available to help in the event of a medical emergency.

## **Communication and Record Keeping**

Each house has a log book and the House Parent will record any incidents in this book. If an incident is deemed serious enough then the House Parent will inform the Course Director.

## **Review**

This policy/procedure will be reviewed annually or earlier in the event of any incidents or changes to local or national guidelines.