



Scarborough
College

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BOARDING HANDBOOK

WILLERSLEY

2022 - 2023



Contents

Welcome to Scarborough College	3
Boarding Principles	4
Daily Routines	6

ESSENTIALS BEFORE YOU ARRIVE

Insurance and Medical Matters	7
What (not) to Bring	8
Guardians	10
Travel Arrangements	11

YOUR FIRST WEEK IN BOARDING

Food	12
Personal Items	12
Prep	14
Activities and Free Time	14
Leaving the House, Timing and Group Sizes	15
Behaviour, Discipline and Sanctions	16

GENERAL INFORMATION

Absence from the House	17
Alcohol, Drugs and Smoking	17
Early Leave/Late Return	18
Fire Drills	18
Laundry and Domestic Arrangements	18
Lost Property	18
Missing Pupils	18
Playing Fields	18
Pupils' Cars	20
Searching a Pupil's Room and Possessions	20
Security	20
Senior Pupils and Heads of House	20
Televisions	20
Worship	21

CONCERNS AND COMPLAINTS

	22
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Welcome to the UK for our international boarders, and welcome to North Yorkshire and to Scarborough College! We hope your stay here is an enjoyable and successful one.

We are very aware of how nervous you may be feeling and look forward to helping you settle in happily and quickly. Mix and join in with all the other pupils as much as possible to help with this and to get the best experience in our international community. If English is not your first language, try and speak it whenever you can, not just with the English pupils but also amongst yourselves and you will quickly improve. Always ask if you do not understand. It is particularly important to speak in English when other pupils or staff are in the same area of the house as you, so that no-one is excluded.

Scarborough is an old fishing town with a famous castle on the top of the cliff and is today one of England's major seaside holiday resorts. Scarborough is close to other old and famous towns and cities such as Whitby, York and Leeds.

You should try during your time here to find out as much as you can about its history and culture by taking advantage of any opportunities that are offered to you.

Tim Cashell
Head of Boarding



Welcome to Willersley Girls' House!
Willersley is a Victorian Mansion providing home away from home to 34 girls as well as my family and Ms Emily Brightling, my assistant housemistress. I look forward to making Willersley your home too.

My name is Mrs Jolene Weeda and I live in the house with my husband, Mr Remco Weeda, our daughter Maartje who is eight years old and Ridley the dog. I am the school librarian and Mr Weeda is the Director of Marketing and Admissions. Maartje goes to the Scarborough College Prep School. Ms Marsay also works at school. She is a Teaching Assistant in the Senior School.

This handbook should give you a really good idea about boarding life though you will also notice, a lot is explained and learnt as you go along. Living in a boarding house is really like living with family, except that in this case, it's a very large family. You will have ups and downs and you will create some unforgettable memories here. The key to success is communication. Myself or Ms Marsay are always there for you, so if there's anything that is not quite clear or if anything is troubling you, please come and see us.

I would like to extend the same advice to your parents. In my experience, most questions can be resolved easily with a phone call and I am available for a chat most evenings.

Jolene Weeda
Housemistress Willersley House



Boarding Principles



To safeguard and promote the welfare of each boarder by trying to meet his/her intellectual, emotional, social and physical needs.



To provide an environment in which all pupils feel valued and where equality of opportunity exists.



To provide a boarding experience that will be complementary to the home experience and wherever possible to nurture a warm, caring, family environment.



To provide opportunities for responsibility and leadership.



To promote an atmosphere of tolerance, trust and mutual respect.



To provide a standard of accommodation that is comfortable and suited to the needs of boarders, according to age and maturity, and which provides adequate levels of privacy.



To establish and maintain supportive links with parents and guardians.



To encourage boarders to achieve a healthy lifestyle.

WILLERSLEY HOUSE

House parents: Assistant Housemistress:	Mrs Jolene Weeda and Mr Remco Weeda Miss Emily Brightling
Visiting Tutors:	Ms Emma Speake Mr Andrew Zaforteza Dr Anne Kehrli Vacancy

Willersley House, 29 Filey Road, Scarborough, North Yorkshire, YO11 2TP
For letters and parcels, please use the main College address Scarborough College, Filey Road, Scarborough, North Yorkshire. YO11 3BA

Duty mobile number Houseparent email House staff general email	☎ 07376 120774 ✉ jolene.weeda@scarboroughcollege.co.uk ✉ willersleyhouse@scarboroughcollege.co.uk
Mr Tim Cashell (Head of Boarding)	☎ 07942 704957 ✉ tim.cashell@scarboroughcollege.co.uk
Miss Kate Evans (Boarding Administrator)	☎ 07376 120770 ✉ kate.evans@scarboroughcollege.co.uk
Scarborough College Senior School	☎ 01723 360620
School Nurse	☎ 01723 380604 or 07974 905104 ✉ linda.pinkney@scarboroughcollege.co.uk
Nippy Taxis	☎ 01723 377377/01723 370888

Daily Routines

MONDAY TO FRIDAY*	Timings	Description
	7.00 a.m. & 7.40 a.m.	Wake up calls
	7.30 to 8.00 a.m.	Leave House
	7.45 a.m. onwards	Breakfast in the Dining Hall
	8.10 a.m.	All pupils must be at the College
	8.15 a.m.	Breakfast service ends
	8.30 a.m.	Registration
	4.15 p.m.	Return from school (unless on E.P.'s)
	From 5.30 p.m.	Dinner in the Dining Hall – compulsory for all pupils
	6.00 p.m. (approx)	Pupils may leave the Dining Hall to return to houses, once all tables are cleared
	6.45 p.m.	House Meeting**
	7.00 p.m. to 8.30 p.m.	Supervised Prep (No Prep session on a Friday evening)

Weekly boarders who return to the house on Sunday evening should aim to return before Prep and by 7.00 p.m. at the latest. If you return on Monday, then you should go directly to school (before 8.30 a.m.).

WEEKEND ROUTINE*	Saturday:	
	8.00 a.m. onwards	Breakfast in the House*
	12.00 noon	Brunch boxes in the House
	5.30 p.m.	Dinner in the Dining Hall
	6.15 p.m.	House Meeting**
	Sunday:	
	8.00 a.m. onwards	Breakfast in the House*
	12.00 noon	Brunch in the Dining Hall
	5.30 p.m.	Dinner in the Dining Hall
	6.15 p.m.	House Meeting**
	7.00 p.m. – 8.30 p.m.	Supervised Prep

CURFEW TIMES

Year Group	Sunday - Thursday		Friday & Saturday	
	In house by:	In rooms by:	In house by:	In rooms by:
7 & 8	8.30 p.m.	9.00 p.m.	9.00 p.m.	9:30 p.m.
9	9.00 p.m.	9.30 p.m.	9.30 p.m.	9.45 p.m.
10 & 11	9.30 p.m.	10.00 p.m.	10.00 p.m.	10.15 p.m.
Sixth Form	10.00 p.m.	10.30 p.m.	10.30 p.m.	11.00 p.m.

For pupils in Year 11 and below, the lights are turned off 15 minutes after the time you should be in your room on Sundays to Thursdays and 30 minutes on Fridays and Saturdays. Students in Sixth Form can enjoy 30 minutes all week but you are expected not to disturb any other members of the house.

* Times may be varied at house staff discretion
 ** Boarders may miss Friday and Saturday house meetings by prior arrangement - notification must be given to house staff before 5 p.m. that day



Essentials Before You Arrive

INSURANCE AND MEDICAL MATTERS

Whilst the College will take every reasonable care, it is not possible for the Governors to assume liability in case of loss of or damage to personal possessions of pupils. Your parents are strongly advised to take out their own insurance to cover items of value that are brought to College.

Please keep a record of the type, manufacturer and serial number of all valuable items so that a full description is available in case of loss. You should always secure your valuables and hand in large sums of money to your Housemaster/Mistress.

If you have a routine medical problem you should attend the Health Centre at school during the school day. If you are feeling unwell or have an accident outside school hours, you should go to the member of house staff on duty and ask for advice. They can contact the Health Centre staff or take any other necessary action, if required.

Each house has an accident book into which details of any accident that happens are recorded.

The School Nurse will provide medical cover for the whole school. He/She will organise doctors', dentist's and opticians' appointments for you when required.

On entry to Scarborough College you will be registered with the School Doctor, who is a partner in a local practice. You must hand in all medication to House staff and they will pass them on to the School Nurse so that administration and the correct paperwork can be filled out.

He/She will return medication to the House staff to administer for mornings, evenings, and weekends. This applies to all medication, including vitamins and over-the-counter medication such as paracetamol. You are not allowed to keep any medication in your room, unless this is approved by the School Nurse.

Exceptions apply to medicine that must be carried on your person, such as inhalers or epipens. A record of all medication issued to pupils is kept by the School Nurse.

WHAT (NOT) TO BRING

As an essential guide, you should bring the following items and make sure all the items of clothing are properly named:

- Duvet plus two covers*
- Pillows*
- Two bottom sheets*
- Two pillow cases*
- Two pillow protectors, or extra pillow cases*
- Two bath/shower towels
- Two hand towels
- Dressing gown
- Slippers/indoor shoes
- Two sets of nightwear
- Wash bag (including: flannel, toothbrush, toothpaste, soap, shower gel and shampoo)
- Shoe cleaning kit
- Underwear (sufficient to last for 7 days)
- School uniform & games kit – sufficient to allow for a wash cycle of 5 days
- Smart school shoes (black)
- Trainers for games/sport
- Casual clothes/shoes (it is advisable to have 'smart casual' for some trips, as well as jeans/sweat tops etc.)
- Outdoor coat/jacket suitable for particular season - you may also want to bring a pair of boots for wet/wintry weather.

In addition to these essentials, you may wish to bring more personal items such as:

- Your own cushions
- hot water bottle
- bedside rug
- alarm clock etc.

Try not to bring too much with you. The rooms in the houses only have limited storage for each boarder and remember you will have to take everything home again when you leave the College. There is a great blog post on boarding room makeovers, written by a very experienced boarder, which you might wish to read:

scarboroughcollege.co.uk/the-ultimate-boarders-guide-part-two-boarding-room-makeover/

Boarders can leave some items in the houses over the holiday periods but space is limited and so every effort should be made to take belongings home at the end of each half term. There is a kitchen in each house that is stocked with some essentials such as tea, milk, fruit, cereal, etc., where you can prepare snacks. If you have food items you would like to bring from home, please check if you are allowed to import them.

By the end of your time at the College, you may have significantly more belongings than you arrived with! If you are unable to take everything home with you, then you will have to arrange collection of the remaining items, which must be suitably boxed up before half term of the following term. Items not collected by this time will be disposed of.

* A Bedding Package is available on request from the Boarding Administrator

If electrical equipment is brought to the Boarding Houses, then it must have the relevant up-to-date safety checks. This is either a PAT test certificate or proof that the appliance is less than 12 months old. If you do not have this, we will arrange a Portable Appliance Test.

Be aware you cannot use this item until such time. Unsuitable electrical equipment will be confiscated and returned to parents. You must not bring any of the following items, nor can you order them once you are here:

- Kettle
- Rice Cooker
- Fridge
- Toaster
- Iron
- Televisions
- Heaters
- Other high rated electrical items.

Please make sure any computer monitor is not larger than 32 inches (approx. 80 cm). Any adaptors purchased outside the UK, extension leads and other cables must be checked by house staff before you use them. House staff will make sure they're fused and/or have a CE mark.

We understand that you would like to bring items that you would normally use at home. This is perfectly fine, so long as you are using appliances sensibly and at appropriate times so as not to inconvenience other people in the house.

The Houseparents can administer pocket money on your parents' behalf, so long as your pocket money is arranged via the Accounts Department. Smaller amounts of pocket money can be stored in the house safe and given out by Houseparents on a regular basis. Larger sums should be stored in the school safe and collected via Houseparents, when needed.

The amount of pocket money is a matter of personal choice, but your parents can ask for advice by contacting the Houseparents. Older pupils can open a bank account in Scarborough and the Boarding Administrator will be able to help with this.



GUARDIANS

All boarders with a Student Visa or a Child Student Visa require a Guardian. This Guardian must be based in the United Kingdom, preferably near Scarborough and over the age of 25.

The Guardian must be prepared to undertake the following responsibilities:

- Be responsible for the pupil for all holiday periods, half-term breaks and other occasions that may be necessary. Suitable accommodation must be arranged or approved by the Guardian, and Scarborough College must be informed of the arrangements made;
- Be authorised to or make necessary travel arrangements (tickets, visas, etc.) in conjunction with the Boarding Administrator;
- Provide a point of contact for Scarborough College for the discussion of matters concerning general welfare or academic progress of the pupils and perhaps facilitate communication between Scarborough College and parents when there is a language barrier;
- Arrange accommodation for pupils in emergencies (e.g. suspension or expulsion as a result of a severe infringement of Scarborough College rules, or unexpected travel problems at the start or end of each half term);
- Act on behalf of parents in granting permission for:
 - Urgent medical treatment
 - Overnight stays away from the boarding house
 - Activities involving risk
 - Items of large expense, such as additional lessons, extra activities etc. all of which will be added to the termly account
 - Making additional pocket money or travel money available if required.



Guardians are appointed by parents. They are not appointed by Scarborough College. Guardians can be friends of the family or professional Guardians recommended by agencies who have accepted the guidelines set out by Scarborough College.

If required, Scarborough College can put parents in touch with guardian agencies. Scarborough College cannot accept responsibility for the conduct of any particular agency or the selection of a guardian on behalf of a parent.

Guardians must inform the College if they are away from their usual address for any length of time and inform the College how they may be contacted in

an emergency. Guardians should ensure that they register, as necessary, with their local Social Services and Police Station as required under the Children Act 1989. They should also hold appropriate insurance and third party liability cover.

Accommodation during holiday periods must comply with the Scarborough College standards.

There must be adequate adult supervision at all times. Please note that it is very important that pupils should attend school from the first night of term, right through to the last day. The College provides an intensive programme of tuition, which is undermined by late arrival or early departure.

TRAVEL ARRANGEMENTS

When coming to school at the beginning of a new school year you should aim to arrive at the time stated on the Term Dates document that can be found on our Website: scarboroughcollege.co.uk/parents/scarborough-college-term-dates/

Information about the first weekend of the Academic Year will be provided by the Boarding Administrator. If you know you will arrive at another date and/or time, you should inform your Houseparent. The term dates show the timings of the start and end of every term.

When arranging a departure, please note that you may only leave the boarding house after 6.30 a.m., so if you need to leave prior to this time, you will have to arrange for a stay with a Guardian the night before. If the College has arranged a group transfer (on dates stated in the Term Dates), you do not need to stay at a Guardian. The half term/end of term arrangements form must be completed by Parents/Guardians and returned to House staff or the Boarding Administrator at least three weeks before the end of each term/half term.

The Boarding Administrator will organise airport transfers for pupils needing travel by air. Transfers to Manchester Airport are arranged for pupils and details will be given directly to you. Transport to and from Manchester airport is included on the dates stated in the Term Dates and only available when transport requests and flight details have been submitted at least three weeks before the end of each term/half term. Please contact the Boarding Administrator for further details.



Your First Week in Boarding

FOOD

Most diets can be catered for but advance notice in writing is required. Meals are served in the school dining room, except in special circumstances. A basic range of snack food, including fresh fruit, is also available in the houses in the evenings and at weekends.

You can request specific food from Houseparents and a termly Boarder's Catering Committee meets with the Head of Boarding and the Catering Department to discuss the central

catering arrangements, and to make suggestions and requests.

Sixth Form students may opt out of either Friday tea or Saturday tea but not both. There are facilities for boarders to cook individually and in groups in each house, but this should not replace the meals provided.

You may order takeaway meals on a Wednesday evening and either a Friday or Saturday.

PERSONAL ITEMS

Chromebooks with email and internet access are provided to all pupils in Years 7 to 11. It is essential that you use your Chromebook responsibly, you only visit age appropriate websites and access age appropriate software, including games and services such as Netflix. Sixth Formers may bring in their own laptop but if you do not have one, you can request a Chromebook. If you are found to be accessing inappropriate sites, you will face sanctions.

The House and College networks are fitted with monitoring software to prevent you from accessing inappropriate sites and any attempt to breach these security measures will be dealt with severely. This includes use of a VPN. Everything on the school system is monitored by the Network Manager and the Deputy Head.

If they have any issues or concerns about pupil access, it will be passed on to the relevant House Staff.

You may connect your own devices to the House WiFi free of charge. You are permitted to access the internet on these, but subject to the College internet acceptable use policy. Bandwidth is limited in the houses due external factors beyond the control of the school. It is therefore important that all members of the house act considerately.

Streaming videos and online gaming uses a lot of bandwidth, so this should be avoided at 'peak' times when other members of the house may be trying to study. If you are found to be abusing this privilege to the detriment of others, you may have access blocked at certain times.

During prep time, you may only use your devices for work. You cannot use your devices after lights out. If you abuse these rules, you will have your computer privileges removed for a period or overnight. Laptops and other mobile devices being used inappropriately will also be confiscated for a period of time.

Internet Cut Off Times:

- Sunday – Thursday nights 11p.m.
- Friday – Saturday nights midnight

Please make sure that you give your mobile number to your Houseparent so that you can be contacted at all times. Each of the boarding houses has a WhatsApp group set up to assist with the routine communication between staff and pupils.

Mobile phones should not be used at meal times, during prep time or after lights out. If you are found using your phone during this time, you will have it confiscated for a period of time.

Photographs may not be taken without the permission of the person/persons being photographed. You must not use your phone or other equipment to take inappropriate images. If you receive any texts or calls which upset you, don't reply but do keep the text and inform a member of staff as soon as possible.

Parents and Guardians are respectfully asked not to telephone pupils during the published prep times or after lights out.

You have access to a locker or lockable cupboard or drawer in the house. If this locker is in your room, you may be asked for a returnable deposit of up to £5 for your locker key. This deposit should be handed to your Houseparent. At the end of the year your Houseparent will arrange to hand back this deposit upon return of the locker key.

Do not carry too much money around with you and you must not leave money and other valuables or locker keys lying around. You should keep all your valuables locked away in your lockable space for safekeeping.

If you have travel documents, passports etc., please hand them in. Your Houseparents will be happy to look after them for you. We cannot be responsible for any losses of money or valuables if they have not been securely locked away.





PREP

Prep, or homework, is done every day Sundays to Thursdays between the house meeting and 8.30 p.m. to enable you to complete work set by your teachers and to prepare for lessons, tests and examinations.

Times vary between year groups, with younger students having shorter sessions and exam classes working for at least the full period between 7.00 p.m. and 8.30 p.m.

During prep sessions, you may listen to music, using headphones. You cannot access Social Media, games or use your phone. Parents and Guardians are respectfully asked not to telephone pupils during prep sessions.

Prep arrangements:

- Years 7 - 9: supervised prep by the member of duty staff
- Years 10 - 13: unsupervised prep. If you are found not to be using this time constructively, you may be asked to do prep under supervision.

ACTIVITIES AND FREE TIME

Trips and activities for the whole boarding community are arranged at weekends and other types of events are arranged in the house. In addition, you will still have plenty of free time to use constructively. Details of activities will be shared in the house.

If you wish to take part in activities, you should sign up when requested, though some activities will be compulsory. Weekend activities are included for full boarders and pupils are expected to do a minimum of two activities each half term. Many will do significantly more than this.

If you wish to leave the house to visit another house, to go for a walk or to go shopping; you need to ask for permission from the duty member of staff. Please give them an approximate time of return and sign out from the house.

LEAVING THE HOUSE, TIMING AND GROUP SIZES

Weekdays

Year Group	Allowance
Year 7 - 11	May not visit town unless taken by staff, but may visit other houses.
Sixth Form	May visit town in exceptional circumstances (and must be back for dinner).

Weekends

Year Group	Allowance
Year 7 - 9	May not visit town unless taken by staff.
Year 10	May visit town in a group of three or more and with a responsible Sixth Form student.
Year 11	May visit town in a group of three or more and only for three hours.
Year 12 - 13	May visit town alone, if deemed responsible enough. May also go for a meal on Friday or Saturday evening (prior arrangement and parental permission)*. Only one meal (or takeaway per week).
Year 13	Only those who are over the age of 18 and who have received parental permission may visit a pub in town on Friday or Saturday night (with consent). They may consume alcohol in moderation.

Please note that it is against UK law for anyone under 18 years old to consume alcohol in a pub. A breathalyser is held by the College staff and any pupil thought to have been in breach of these rules may be tested. Failing to keep to these rules will result in a loss of privileges for a period of time.

Timings and group sizes may be varied at house staff discretion from these arrangements. Please discuss with them if you wish to do something different from what is stated here. Each case will be considered on its merits. Don't assume that you can do something - always ask first! When leaving, you should first seek verbal permission from the member of staff on duty and then sign out. When you return, please report to duty staff and sign back in. Duty staff will check the whereabouts of pupils on a regular basis. If you fail to sign in and out properly, you may risk being 'gated' for a short period.

Day pupils and guests are allowed and welcome into the Boarding Houses but you must seek permission and sign in your guests properly, notifying house staff on arrival.

For the most part, visitors will only be allowed into the House social areas and after 10.00 am at the weekend. Visitors are not allowed during prep times. If you wish to do prep with boarders from another house, you must work in the common room with the agreement of duty staff from both houses.

Under no circumstances may visitors go into bedrooms or any other areas than common areas. If anyone is caught breaking this rule, it will be treated extremely seriously. Parents and Guardians are very welcome to visit the house at any time but are asked not to disturb the prep sessions. You should never be unaccompanied or return to the House on your own from town once it is dark and Duty staff should be aware of your travel arrangements for your return.

* Please note that boarders who are not attending a school meal at the weekend must vacate the house at school meal times as the houses will be locked whenever staff are not present. Notification of these meals must be given in advance to house staff, and no later than Wednesday of that week, so that accurate numbers can be passed on to the catering department for each meal.

BEHAVIOUR, DISCIPLINE AND SANCTIONS

Rules and guidelines are kept to a minimum within the Boarding Houses, though the usual school rules do apply at all times, including on trips.

It is particularly important when living with others that you have respect for staff, other pupils, their belongings and where necessary, their privacy.

It is important that you have respect for and treat the House, its furniture and grounds with all due care and attention.

If anything is damaged or broken, then you should report it to a member of house staff immediately.

If you break any of the rules and guidelines, then a number of sanctions may be taken which may include the temporary withdrawal of privileges within the house. More serious breaches of discipline may involve the Head of Boarding or the Headmaster. In the event of a serious breach of discipline or anti-social behaviour parents will also be contacted.

Sanctions that can be issued by House Staff for breaches of the house and school rules include, but are not limited to, the following:

- Removal of privileges;
- Writing a letter of apology;
- Additional house duties (e.g. cleaning the kitchen);
- Additional dining room duties (e.g. wiping tables for a week);
- Extra prep time;
- Removal of laptop and/or mobile phone for a fixed period of time;
- Gating (not being allowed to leave the house);
- Study gating (not being allowed to leave your room);
- Being excluded from trips, house activities and events;
- Regular reporting to house staff;

More serious sanctions can be given by the Head of Boarding and/or Headmaster and include, but are not limited to, the following:

- Weekend detentions
- Removal from boarding
- Suspension
- Exclusion/expulsion.



General information

ABSENCE FROM THE HOUSE

If you wish to be absent from the house overnight or for the weekend, you must ensure that the correct form is completed by your parents/guardians or an email is sent that contains the same information as on the form. All requests for absence from the house must be completed and returned to the appropriate Houseparent by the preceding Thursday evening. We can send out the appropriate form if required.

Forms may be returned by email or in person. These arrangements allow us to safeguard the welfare of all boarding pupils. A regular activity form can be completed (e.g if a pupil is regularly staying with a specific friend/family member or attending an out of school club) but must be accompanied by an email containing dates and times of departure and return to the house for each individual absence.

ALCOHOL

Sixth form pupils who have written permission from their parents can drink wine or beer under the supervision of House Staff at pre-arranged house events and this is limited to two drinks per occasion.

Upper Sixth students who are over 18 may visit approved pubs and restaurants, by arrangement with House Staff, if parents have given permission for this.

Under no other circumstances should pupils purchase alcohol or bring alcohol into the boarding houses. The College alcohol policy applies to all boarders at all times, including evenings and weekends, during term time.

Breaches of this policy can result in serious sanctions, including, but not limited to, suspension for a fixed period of time. It is illegal in the UK for anyone under the age of 18 to purchase alcohol. It is also illegal for 18 year olds to purchase alcohol for younger people.

DRUGS

The College has a clear drugs and substance abuse policy. Breaches of this policy are treated very seriously and pupils may forfeit their place at the College as a result.

SMOKING

The College has a clear smoking policy. Breaches of this policy are treated very seriously and pupils may face sanctions as a result. It is illegal in the UK for anyone under the age of 18 to purchase cigarettes and other tobacco products.

It is also illegal for 18 year olds to purchase cigarettes and tobacco for younger people. This includes e-cigarettes and other similar devices. Smoking in the boarding house in particular is very serious. Any pupil found to be doing this may lose their boarding place.

EARLY LEAVE/LATE RETURN

It is expected that all boarding pupils, including overseas pupils, will keep to the term dates. If, for some exceptional reason, you have to leave before the end of a term or return to school late then the Deputy Head's permission must be sought in writing.

Please keep such requests to an absolute minimum and to exceptional circumstances. Term dates are published at least a year in advance, and can be found on the website. Transport to and from the airport is included in the overseas boarding fee, but this will only be provided free of charge for pupils who fly at set times at the start and end of each half term.

FIRE DRILLS

Termly fire practices are arranged in each of the houses. In the case of a fire alarm being sounded, you should leave the house quickly and quietly via the appropriate fire exit. House staff will go through the fire procedure with you at the start of your time at the College.

LAUNDRY and DOMESTIC ARRANGEMENTS

You will be issued with a set of laundry bags and these should be filled and put out on the day(s) specified by your Houseparent. Bedding and towels from all houses are collected on Sundays and sent to an external laundry on Monday morning.

Parents/Guardians should ensure that all clothes and bedding are clearly named. Due to limited drying space, we recommend sending clothes that can be tumble dried and to use duvet covers with buttons or fastenings, since plastic studs can melt.

Our aim is to return your laundry (washed, dried and ironed) within two working days. Only items that are machine washable and that can be tumble dried should be put into the house laundry. We recommend you wash any delicate items yourself. House staff can help you with this and facilities for occasional washing and drying of clothes are available in the house. If you are a weekly boarder, you are expected to return after the weekend with freshly laundered uniform.

Dry cleaning can be arranged on an individual basis and parents/guardians will be billed accordingly.

Please note that we cannot accept responsibility for any loss or damage which may occur to items requiring special attention (such as hand-wash or dry-clean only items) that are placed into the school laundry, unless these have been brought to our immediate notice.

LOST PROPERTY

The Houseparents will collect lost property. If you lose items in the house, you should check with the duty member of staff who should have access to the items. For items lost at school, please contact College Reception.

MISSING PUPILS

Duty staff will check that all pupils are present on the following occasions:

- Morning wake-up call
- Breakfast at the College (8 a.m.)
- Dinner at the College (5.30 p.m.)
- Evening House meeting
- Curfew times
- Bed time.

The College has a procedure that it will follow should any pupil be unexpectedly missing.

PLAYING FIELDS

Boarding pupils may use the playing fields at Bramcote, Deepdale, the main College playing field and the tennis courts during light evenings after prep and at the weekends provided that there is not a fixture taking place.

For insurance and Health and Safety reasons, this must be supervised by a member of staff.

In addition, sessions may be organised, subject to availability of staff, in indoor sporting facilities, such as the Bramcote or Lisvane Halls, cricket nets or astro.



PUPILS' CARS

Sixth Form students who have passed a driving test may keep cars at school during term time with the permission of your Houseparent and the Head of Sixth Form. Parents/Guardians will be asked to complete a form giving permission for you to drive to and keep a car at school.

A copy of this is given to the Houseparent. A copy of the insurance details, MOT and Tax for the car, as well as your driving licence should be forwarded with this form to the Head of Sixth Form.

Subject to the approval of the Houseparents, you may then keep your car at the College.

Cars are only to be used to go from and to home at weekends and you may not use them at any other time without written permission from parents/guardians and confirmation by house staff. Car keys must be handed to the Houseparents for safe keeping on arrival at the house.

All pupil cars must be kept in the designated Sixth Form parking spaces at the College, as there is insufficient room at the boarding houses for pupils to park cars. Parents should ensure that insurance companies are aware that cars will be parked in an unsupervised car park at night.

On no account will you be allowed to transport other pupils unless written permission has been received in advance from both your parents and your passengers' parents. Permission must be obtained in advance from house staff before any journey is made by car.

SEARCHING A PUPIL'S ROOM & POSSESSIONS

House staff will not normally search pupil rooms without first informing the pupil and their parents/guardians. Such searches will be conducted by two members of staff and in the presence of the pupil concerned.

In exceptional circumstances however (e.g. where there is reasonable belief that a pupil is at risk of harm), approval for a search in the absence of the pupil may be given by the Headmaster or the Head of Boarding.

In these circumstances the pupil will be informed at the earliest possible opportunity following the search. If anything is found during the search, the parents/guardians will also be informed.

Please see the 'Searching' section of the College's Behaviour Policy for full details.

SECURITY

The house is equipped with CCTV and an intruder alarm. These facilities are there to ensure your safety. If you see anyone in the house you do not recognise, you should inform a member of staff immediately.

SENIOR STUDENTS AND HEADS OF HOUSE

All pupils in the Sixth Form are required to help with the supervision and smooth running of the boarding houses. Senior students may be given appropriate and specific duties or be appointed as Head of House.

The Houseparents and other members of House staff will help and assist you to carry out any duties. All pupils may be asked to help the running of the house by taking responsibility for certain jobs within the house, or representing the house on the Boarding Council or the Food Council.










TELEVISIONS

Televisions connected to a satellite service are provided in each of the houses along with DVD systems and Netflix. You are therefore not allowed to have televisions in your own rooms. If you watch live TV on any device, you must have a TV licence.



WORSHIP

Useful addresses

Madhyamaka Buddhist Centre, Kilnwick Percy, Near Pocklington	 01759 304 832
York Madhyamaka Centre, 9 St. Clements Grove, York	 01904 613 071
Leeds Islamic Centre, 1a The Crescent, Adel, Leeds	 0113 230 0835
Sikh Temple, 281a Chapeltown Road, Leeds	 0113 262 9073
Leeds Jewish Representative Council, 151 Shadwell Lane, Leeds	 0113 269 7520
Hindu Temple, 36 Alexandra Road, Leeds	 0113 275 7024
St Marys & Holy Apostles Church, Castle Road, Scarborough	 01723 500 541
South Cliff Methodist Church, Filey Road, Scarborough	 01723 372 266
St. Peter's Rectory (Catholic Church), Castle Road, Scarborough	 01723 360 358



Concerns and Complaints

WHAT TO DO IF SOMETHING IS WORRYING YOU?

There are many people at Scarborough College to whom you may turn. Remember that you have friends who may be able to help you. If there is an academic that worries you, perhaps you can speak to a teacher or your Form Tutor.

Things that might make you unhappy or upset:

- You may feel bullied or discriminated against;
- Someone may have hurt you, abused you or made suggestions you think are not right;
- Maybe someone has taken something that belongs to you and not returned it;
- Perhaps you feel that a punishment is unjust or that you have been treated unfairly by a member of staff;
- You may feel that nobody understands the difficulties you are having with some of your work;
- Or there may be something else which you think is wrong.



WHAT TO DO IF YOU ARE UNHAPPY OR WORRIED:

People you can talk to:

- **Your Housemaster/Housemistress**
- **Your Form Tutor**
- **Another Teacher**
- **Mr Cashell – Senior Deputy Head, Head of Pupil Welfare and Head of Boarding**
- **Mrs Harvey – Senior Housemistress**
- **Head of Tier**
- **The Health Centre.**

You can also contact:

The School's Independent
External Counsellor,
Kev Riley: **07494 773213**

The School's Independent Listener,
Sue Higgins: **07817 683273**

Childline: **0800 1111**

To report abuse in Education Helpline:
Everyone's invited: **0800 136 663**

Under the Department for Education, Boarding Schools' National Minimum Standards sets out the regulations for the welfare of boarders in schools. Scarborough College is inspected regularly by Independent Schools Inspectorate (ISI) and boarders have an opportunity to discuss 'life as a boarder' and can raise any matters of concern. Boarders with any complaints about their welfare can contact Independent Schools Inspectorate (ISI).

Independent Schools Inspectorate (ISI)
CAP House, 9-12 Long Lane, London EC1A 9HA





Scarborough College

INDEPENDENT EDUCATION, DAY AND BOARDING,
FOR BOYS AND GIRLS AGED 3-18 YEARS

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