

A photograph of four young women sitting on a light-colored sofa in a living room. They are all smiling and laughing. One woman on the left is holding a pink bowl of popcorn. The woman in the center is wearing a blue and white striped shirt. The woman on the right is wearing a blue sweater. The woman standing behind them is wearing a black long-sleeved shirt. In the background, there is a wooden bookshelf with books and a framed picture on the wall.

BBCS

BOARDING HANDBOOK

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Dear Parents, Guardians and Agents,

I am delighted to welcome our new and existing boarding pupils to Bournemouth Collegiate School for the 2025/2026 academic year. Although you may have understandable nerves about the transition to a new environment, I have no doubt you will settle in quickly, relishing the number of opportunities in front of. In joining BCS, you will become part of a strong community, where participation and success on a range of fronts are highly valued. Whether you are a talented actor, an academic, a musician, an artist, a debater, or someone whose strengths and talents are yet to be discovered, you will find your niche at BCS.

Boarding is an adventure, and as such, comes with a fair level of challenge. Facing these challenges, with the support of your peers and the wider community of staff and pupils in your Boarding House, will help you build your character and resilience to hold you in good stead throughout your life. Boarding at BCS encourages pupils to become **independent, open-minded and principled** thinkers. Family values are at our core and the wellbeing of our boarders is paramount. We encourage all pupils to be proactive members of a supportive community.

Life-long friendships are made at BCS. International and UK boarders live in a community where they mix with day pupils and benefit from the experiences this also offers alongside the rich diversity of boys and girls, differing ages and backgrounds. As a team we see our pupils flourish and feel privileged to watch them develop into confident, articulate and achieving adults.

Please read and absorb as much of the information contained within this handbook as you can before your arrival at BCS. You will not be expected to know it by heart, but it would certainly help if you were familiar with the information. Finally, whether you are joining us for the first time, or returning to boarding at BCS, I wish you all the very best for the rest of your time spent here.

Maria Coulter
Principal



OUR VALUES AND ETHOS

Vision

Our vision is to discover brilliance in all of our pupils, helping them to achieve the extraordinary across personal, academic and professional endeavours.

We are committed to educating and empowering pupils to make a positive difference through building a culture of kindness, integrity, and respect.

Mission

To equip our pupils with the tools and experiences for a successful and enriching future; helping them to realise their full potential for personal and academic excellence. We create a nurturing, innovative and happy environment to support our pupils as they undertake their BCS journey.

Core Values

Curiosity

- Create a learning environment where we aim for all pupils to ignite their natural curiosity and imagination.
- Embrace a culture of 'it's good to be me' through problem solving, listening and respect for others.

Creativity

- To develop a confidence in everyone, whereby children are prepared to take a risk through a courageous approach and attitude, think differently and foster a sense of pride and excellence.

Commitment

- Commitment to always giving our best and celebrating each other's successes. Learning for the joy of learning.

Community

- Our community embraces diversity, champions inclusivity and celebrates our ability to make a difference. Our pupils are kind and respectful with a true sense of humility.



WHO'S WHO?

BOARDING STAFF
Interim Head of Boarding
Memi Mbangwa
Assistant Head of Boarding
Peter O'Donoghue
House Parents
Kirsty Sharples
Charlie Warburton
Boarding Assistants
Macey Austin
Emma Bewwick
Shaun Cooper
Jenna Howell
Olivia Peters

SENIOR LEADERSHIP TEAM	
Principal	Maria Coulter
Head of Senior School	Helen Pike
Deputy Head, Staff Development and Wellbeing	Marie Spriggs
Head of Learning Plus, Designated Safeguard Lead	Marie Spriggs
Assistant Head Academic	Clare Connolly
Assistant Head Pastoral and Behaviour	Amy Bailey
NURSE	
Laura De Weymarn	
Alice Jewitt	
ADMISSIONS TEAM	
Kelly Rumbelow	
Erica Oliver	

WHO DO I SPEAK TO IF...

It is always best to speak to a member of staff in person, either at break or lunchtime or before or after school, however, should you need to contact them you can via Microsoft Teams or email the following:

- **Nurses** medical.centre@bcschool.co.uk You can visit the school nurse at break or lunch times
- **Attendance Officer** anne.richards@bcschool.co.uk You are unable to attend school (non-medical reason).
- **Timetable Manager** luke.chapman@bcschool.co.uk You have an issue with your timetable.
- **Exams Officer** bcs.exams@bcschool.co.uk You have a query related to your exams.
- **School Counsellor Sue Evans** - Please liaise with boarding staff or Head of Year for additional pastoral support.
- **Registrar** registrar@bcschool.co.uk You need a letter to open a bank account.
- **Co-curricular Activities** anne.richards@bcschool.co.uk You want to sign up for an activity or get more information regarding activities.
- **Boarding girls** girlsboarding@bcschool.co.uk or **boys** boysboarding@bcschool.co.uk +441202 436600 / +441202 436590 You have a question regarding boarding.
- **Pupil Services** registrar@bcschool.co.uk You have a question about my visa or fees
- **Sport Academies** david.tomlinson@bcschool.co.uk You have a questions about the Sport Academies.

Healthcare

If you feel unwell you will need to go and see the school nurse. The school nurse will:

- See you if you are feeling unwell or have a minor injury
- Advise on healthcare and wellbeing concerns
- Advise if you need to see a doctor
- Authorise absence from class if you are too unwell to attend lessons

Weekend activities

We encourage all boarders to go on as many weekend activity trips as possible which are fun and often culturally enriching. You must sign up by the deadline and be aware that they may still be charged if they later decide not to go. Mr Warburton will go through the process of how to sign up for a trip once you arrive at BCS.

Weekday activity examples

ACTIVITIES PROGRAMME 2025-2026	
MONDAY	Fun Mondays - bake off, chocolate fountain, painting, yoga, pizza evening, charades, Just Dance and hide and seek.
WEDNESDAY	Sports Evening - a different competition will be held each Wednesday in the sports hall. E.g. basketball, volleyball, badminton, netball, dodgeball, bench ball and touch rugby.
FRIDAY	Film night and snacks.

Post

Letters and parcels are delivered to the school reception five days a week (Monday to Friday). They will be collected by boarding staff and available from the boarding offices. All parcels are checked in the boarding offices. Pupils should minimise the number of deliveries and consider the environmental impact.

Arrangements to stay overnight at another location

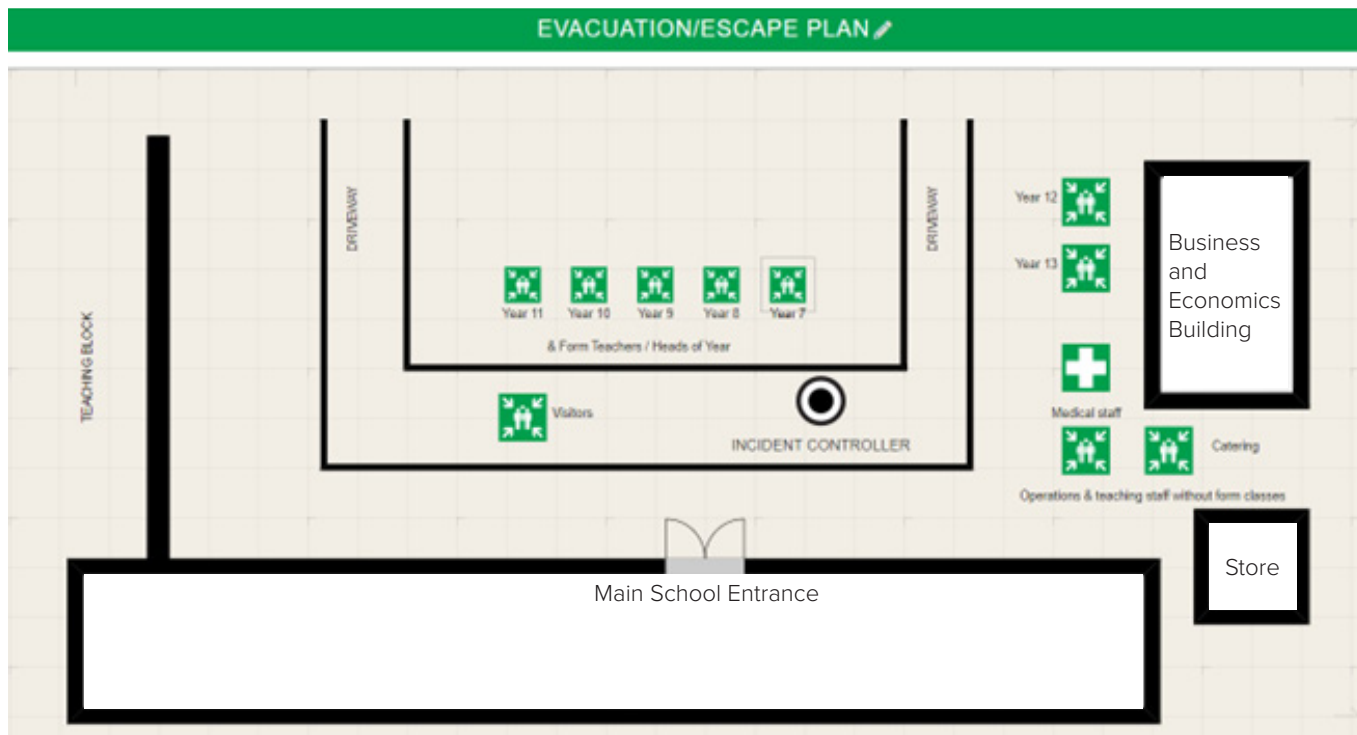
(not arranged by the school as part of a residential trip)

During the academic term or the half term break we understand that boarding pupils may make a request to stay overnight outside of the boarding house, either at a friend's house or with their educational guardian or visiting relatives. As part of the school's responsibility for the physical, mental and emotional wellbeing whilst you are away from the school environment we ask your parent(s) and intended host to complete our application for approved hosts and parental contract for externally arranged residential stays. Overnight residential stays will not be permitted if the requested documentation has not been received from both the parents and host. This can be done using the 'Reach' app. If you would like to make these arrangements, please contact the Head of Boarding who will be able to provide advice.



Fire Evacuation

In the event of a fire alarm, your teacher will lead you out of the building as a class (below) and line you up at the fire assembly point, the tennis courts. If you are not in a lesson, you will need to make your own way out of the building and line up as indicated below.



It is important that you:

- Stay with your class and line up in single file.
- Follow instructions.
- Do not talk unless a member of staff has asked you a question directly.

TERM DATES

AUTUMN TERM	
Staff INSET:	Monday 1st September
Boarders Return:	Monday 1st September from 4.00pm*
Staff INSET:	Tuesday 2nd September
Pupil Induction Day:	Tuesday 2nd September
Term Begins:	Wednesday 3rd September at 8.40am
Half Term:	Thursday 23rd October - Sunday 2nd November
Boarders Leave:	Wednesday 22nd October by 6.00pm
Boarders Return:	Monday 3rd November from 4.00pm*
Staff INSET:	Monday 3rd November
Term Resumes:	Tuesday 4th November at 8.40am
Term Ends:	Friday 12th December at 12 noon
Boarders Leave:	Friday 12th December by 4.00pm
Winter Holidays:	Saturday 13th December - Sunday 4th January
Bank Holiday:	Thursday 1st January
SPRING TERM	
Staff INSET:	Friday 2nd January
Staff INSET:	Monday 5th January
Boarders Return:	Monday 5th January from 4.00pm*
Term Begins:	Tuesday 6th January at 8.40am
Half Term:	Saturday 14th February - Sunday 22nd February
Boarders Leave:	Friday 13th February by 6.00pm
Boarders Return:	Monday 23rd February from 4.00pm*
Term Resumes:	Tuesday 24th February at 8.40am
Term Ends:	Wednesday 25th March at 12 noon
Boarders Leave:	Wednesday 25th March by 4.00pm
Easter/Spring Holidays:	Thursday 26th March - Sunday 12th April
Bank Holiday:	Monday 6th April
SUMMER TERM	
Staff INSET:	Monday 13th April
Boarders Return:	Monday 13th April from 4.00pm*
Term Begins:	Tuesday 14th April
Bank Holiday	Monday 4th May
Half Term:	Saturday 23rd May - Sunday 31st May
Boarders Leave:	Friday 22nd May by 6.00pm Boarding pupils attending the Summer Ball in Year 11 and Sixth Form can remain in the boarding house until 11.00am Saturday 23rd May.
Boarders Return:	Sunday 31st May from 4.00pm*
Term Resumes:	Monday 1st June at 8.40am
Term Ends:	Thursday 2nd July
Boarders Leave:	Thursday 2nd July by 6.00pm
Staff INSET:	Friday 3rd July

*Please organise travel so that pupils do not arrive before 4.00pm, as boarding houses will not be open before this time. When booking flights, pupils should not be arriving or leaving during the night as this impacts the school's security and staff availability.

PRE-ARRIVAL INFORMATION

Arriving at a new school in a new country can seem very daunting. To help boarding pupils and parents prepare for this, we have put together a comprehensive Pre-arrivals Guide.

WHAT TO BRING

There are some important documents and essential items that every boarding pupil must bring with them to Bournemouth Collegiate School. We have created a handy list to help you make sure you have them all. It is important not to bring more than two suitcases as storage space is limited.

Things boarding pupils must bring with them:

FOR TRAVEL AND ARRIVAL

Luggage

- Do not bring more than two suitcases as the school does not have lifts to carry lots of items.

Passport and Proofs

- Passport (with visa if required).
- CAS statement (confirmation of acceptance for studies) or COE (certificate of enrolment).
- Proof of financial support any study fees that you've already paid.
- Visa outcome letter. Follow the link for further details: https://bournemouthcollegiate.s3.amazonaws.com/uploads/key_information/BCS-UK-Visa-Policy-211222.pdf?t=1674832863?ts=1717666887
- Your flight ticket (you will be asked to show this when you arrive at BCS if you did not receive an immigration entry stamp upon arrival in the UK).

Medication

- If you bring any medication into the UK, also carry a letter (translated into English) from your doctor explaining what the medicine is, and what it is for. Similarly, if you are undergoing any long-term medical treatment, you should also bring a letter from your doctor, counsellor, or hospital specialist. This letter can be shown to a relevant UK specialist if further treatment is needed and helps our nurses to support you whilst you are at BCS.
- If you wear glasses or contact lenses, we also recommend that you bring a copy of your prescription.
- Medication not licensed in the UK or disclosed should not be brought.
- See page 20 for further information on medication rules.

Parental Consent Form

Your Parental Consent Form, completed by your parents or guardians.

UK Power Adaptor

Bring a sufficient UK power adaptor for your electronic items.

Clothing

- Bring clothing for all weather conditions. Consider when you are next going home and whether you need clothes for all seasons straight away.
- Full school uniform for Year 7 - 11 (if not having delivered directly to the school)
- Night clothes
- Home clothes
- Wash kit
- 2 x towels
- Dressing gown
- Slippers

All clothing and personal items must be clearly labelled in English.

Bed Linen and Towels

- Bed linen is provided by the school.
- You should bring your own towels.

Advice on Laptop or Tablet Computers

- You can choose your device but it should be able to type up essays, carry out research, connect to a printer and have Microsoft Office installed as an English language version. School iPad on arrival to access lesson content and assignments. You should have a stylus for use with their iPad, we recommend the Apple First Gen Pen.

Money

- Your school fees are for tuition, welfare and accommodation only, your meals will also be included in the costs.
- We are a cashless school so please bring a card to pay for items in the UK.

Additional Finances

- We recommend you open a UK bank account (if you are eligible to) prior to your arrival at BCS. You will need additional finances to pay for the ongoing costs of your education. This includes expenses such as trips and books as well as individual spending money. It is up to each family how they choose to support their children with spending money. The school is cashless and does not provide a facility for pupils in this way.

Parent Pay

BCS now operates a cashless tuckshop and opportunity to pay for trips, tickets and other miscellaneous items via the online Parent Pay system. This is the payment medium for any additional charges outside of the school tuition fees.

Parent Pay Set Up Guide (information for Parents)

1. **Parents will receive an email** from us to help set up an account. The email will contain a link to the Parent Pay website, along with some account activation details that you will need.

Further instructions on activating the account, video guidance and a library of resources can be found here: <https://parent-support.parentpaygroup.com>

Items Boarding Pupils Should Not Bring

- Large amounts of cash - do not carry this on you or in your personal belongings.
- Uninsured high value items - we advise against bringing any uninsured high-value items such as jewellery or expensive watches.

Optional Items

You may choose to bring the following items:

- Blanket/teddy or something that reminds you of home
- Own toiletries
- Items/photos to decorate your pin board
- Laptop
- Mobile phone
- Hair dryer

Insurance

We highly recommend you take out pupil travel insurance that will cover you for any emergencies while you are studying in the UK. If you have already opted to take the insurance we offer, you will be covered for the following:

- Cancellation or curtailment charges
- Personal money, passport & documents
- Emergency medical & other expenses
- Personal liability
- Private medical emergency cover
- Missed departure
- Personal accident
- Overseas legal expenses & assistance
- Baggage Course fee

WHAT TO EXPECT WHEN ARRIVING IN THE UK

We understand how daunting it can be to arrive in a new country to study. This section should help you to know what to expect when you touchdown at a UK airport.

If you have booked a taxi transfer, make sure you have the information with you. If you have arranged a transfer via BCS then you will be provided with a letter that has the details of your booking, please make sure you have this on your person. It will provide you with the taxi company phone number as well as the emergency boarding numbers if you need help locating your driver.

Immigration Control

- If you are aged 16 or under, you may not be allowed to leave immigration until the person meeting you has been found.
- You should be ready to show all your school and visa application documents to the Border Force Officer is asked (please see what to bring section).

Taxi Pick Up

If you arranged with us for a taxi to meet you, you will find your driver in the Arrivals area as you leave Customs. The driver holds a board showing their passenger's name. Look out for your name or BCS logo. If you cannot see your name go to Airport Information, ask them to help you find your driver. Wait there until your driver arrives.

You will also have with you a letter from the school with emergency contact details. If you are finding it difficult to locate your taxi please use the details to call someone from the boarding team to support you.

Use of eGates

If you are a citizen of an EU country, Australia, Canada, Iceland, Japan, Liechtenstein, New Zealand, Norway, Singapore, South Korea, Switzerland or the USA, you will normally be able to use the eGates on arrival. This means instead of an entry stamp or vignette, you will be required to show your flight ticket or boarding pass on arrival at the school. Please ensure you retain these until you have arrived at BCS.

Baggage Reclaim

After passport control, follow the arrival signs to the baggage reclaim area and check the information screens to find the correct carousel for your flight.

Customs

When you reach Customs, you may be interviewed by a Customs Official. They might ask you some basic questions, such as 'Where is your school?' and 'Why do you want to study in the UK?' or questions about your luggage and what you are bringing into the UK. UK customs officers also routinely check bags. You will need to walk down one of two exits or 'channels': the red or green channel. For more information on items that need to be declared – please see <https://www.gov.uk/uk-border-control>

KEY INFORMATION

Our expectations regarding arrival and departures

- Outside of September, you can arrive into the Boarding House from 4.00pm the day before term starts.
- You must not book flights or plan to return home before the published end date of any half term/term, nor to return to Bournemouth after the published start date of a half term/term - such absences will not be authorised. Please ensure that you refer to the term dates at the start of this handbook.

Signing in and out

All boarding pupils are required to download the app REACH upon their arrival at school. This is an app we use to sign pupils in and out of the boarding house and the school. Boarding pupils must sign out with a member of staff who will update their location on REACH and when they return to the boarding house they can sign themselves back in. This ensures the safety of each boarder.

The app will notify you of the time you are due back, these times vary depending on the pupil's age group.

School Day Timings

MONDAY - FRIDAY

At BCS we operate a two week timetable using the following format:

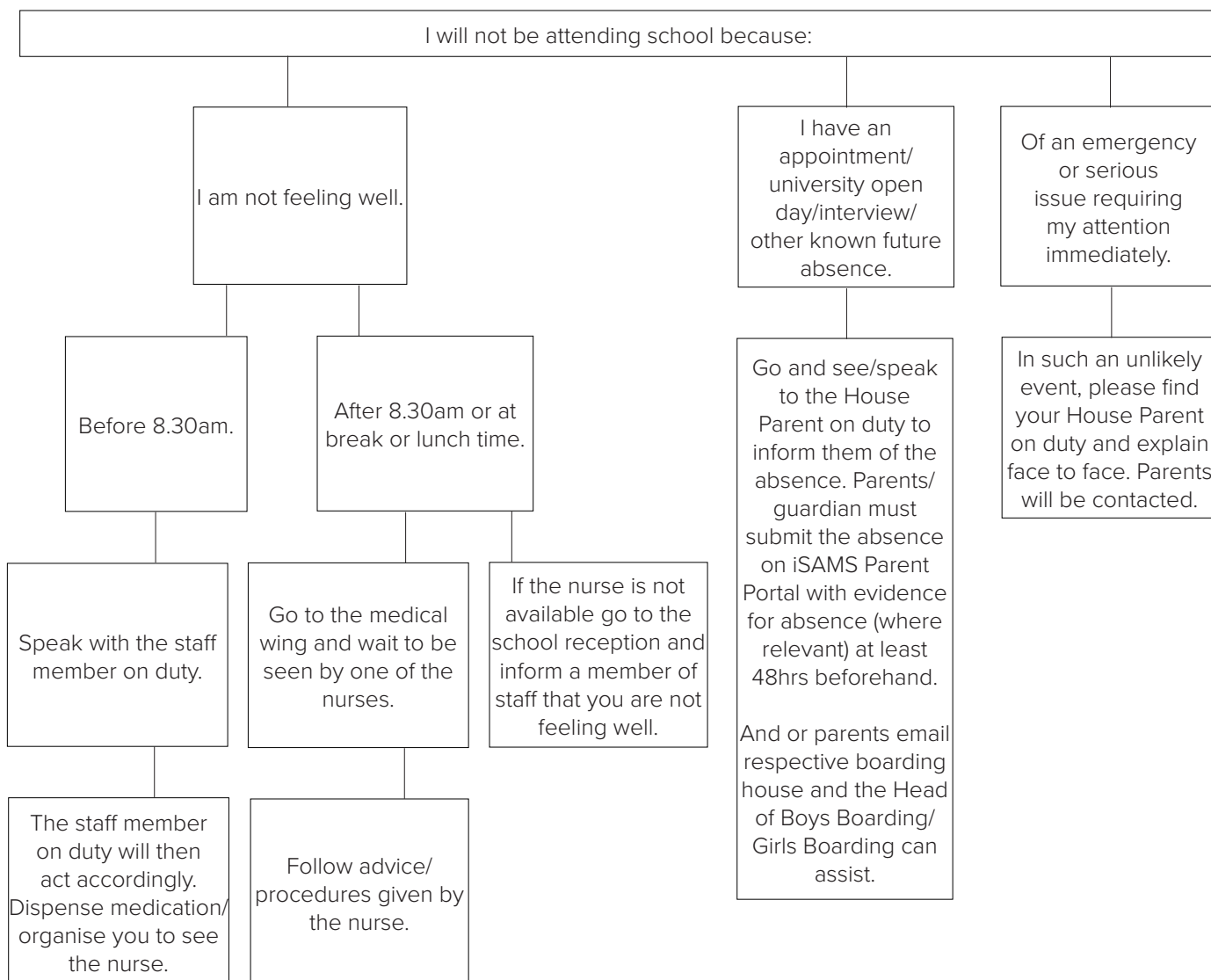
7.40am	Breakfast
8.30am	Morning Roll Call
8.40am	Registration Tutor Time/ Assembly
9.10am	Lessons start
3.40pm	End of Lessons
3.45pm	Co-curricular Programme starts
4.40pm	School Day ends, Free time begins
5.30pm-6.00pm	Dinner
6.30pm-7.30pm	Prep time (age dependant)
9.30pm	Boarding house closes

Friday's timetable does not include co-curricular activities and school finishes at 3.40pm.



Attendance and Punctuality

If you have a genuine reason for absence, these will likely be authorised and therefore overall attendance will be 100% (actual attendance would be less than 100%). To request an absence you should follow the procedures outlined below.



ACCOMMODATION

There are two boarding houses, one for girls and one for boys and both boarding houses close throughout the school holidays and at half terms so you will need to make alternative arrangements during these times.

All bedrooms will have a single wardrobe with two drawers and cupboard, double shelf and under bed storage for a medium sized suitcase. This is ample space for storing clothing and personal items tidily and we kindly request that boarders keep their personal possessions to a sensible level.

Each boarding pupil is provided with a lockable drawer to keep important possessions safe.

ROOM & TIDINESS

Boarders are encouraged to make rooms homely by putting up personal items. Please use pins on your notice board provided or use white tac to stick items on your wall. You are not permitted to stick LED lights or use pins or Sellotape on the walls as this can damage the paintwork. You are responsible for your rooms and the furniture in it and will be charged for any damage caused.

When you move in, House Parents will complete a room check form with you which records any defects – there should be none or very few. Charges will be made to repair any further defects after you have signed off the room check document.

The layout of furniture in rooms should not be altered without permission. Permission to move beds will not normally be given.

Boarders whose rooms are tidy may be considered additional privileges. You must keep your own rooms clean and tidy. Rooms will be vacuumed, and the bathroom cleaned by the operations team once a day, and this requires you to leave surfaces clear.

You must keep valuables in locked drawers, please inform a House Parent if these are not working. The school strongly recommends that you take out your own personal property insurance. School insurance does not cover any pupil belongings.

To comply with UK Health and Safety law, windows are restricted and only open partially. Window restrictors must not be removed by boarders.

If you cause any damage, you must inform boarding staff immediately. In the case of deliberate or careless damage, this may lead to charges either individually or collectively.

If a room search must take place, boarding staff will normally inform you in advance and normally ask you to be present.

Bedlinen Changing

All boarders get their laundry done once a week and are assigned a day when they arrive. Girls' Boarding days are either a Monday or a Tuesday and the Boys' Boarding days are Wednesday or Thursday. They will be provided with a named laundry bag when they arrive. On your assigned day you will take your laundry that you would like washing down to the laundry room in the morning before school and then collect it at the end of the day.

Bedlinen must be washed at least every other week, this is monitored by a member of staff.

Each boarding house has a washing machine in if any extra washing is needed but this should only be used if necessary and not for all laundry.

Irons are available to borrow from the House Parent's office and must be returned after use. All laundry is done in school and each boarder has their own day for sending items to the laundry. The schedule is displayed in the corridor to remind you.

LAUNDRY DAYS	
Monday	Girl's Boarding
Tuesday	Girl's Boarding
Wednesday	Boy's Boarding
Thursday	Boy's Boarding
Bedding must be washed, at least, every two weeks	
All clothing must be named	
Net bags are for socks and underwear only	



IMPORTANT INFORMATION

DRESS CODE

Year 7 to Year 11

Pupils in Year 7 to Year 11 are required to wear school uniform during the school day and you will have received details of the school uniform and the compulsory items to purchase from our admissions team. We recommend that international pupils order their uniform online from the school uniform provider: [Stevensons](#) and arrange to have their uniform delivered directly to BCS ahead of their arrival. This will hopefully help you to save space in your luggage when you travel to the UK and international delivery complications. Upon arrival should you find that the items are not the correct size, our boarding team will support you to visit the school uniform shop and exchange the items for the correct size.

There is the opportunity to purchase some items from our 'Nearly New' uniform shop run by our parent volunteers. Arrangements/fittings are made by appointment only, please contact the admissions team for further information on the next available dates.

Next date: 13th August 2025 9.30am-2.30pm

Year 12 to Year 13

BCS Sixth Form has a 'Business Casual' dress code. We pride ourselves on being inclusive; our dress code is gender neutral and enables all our pupils to look smart, presentable and have ownership and creativity over their individuality. We are aware that the younger years all wear smart uniform and Sixth Formers, being the pinnacle of the school, must be aspirant role models.

Further guidance:

- Wearing a tie is optional
- Turtle necks and polo shirts are allowed
- Chinos are allowed
- No denim
- No leggings
- No sportswear, including hoodies, jogging or tracksuit bottoms
- No branding
- No facial piercings
- No flip slops or stilettos

PUPIL USE OF STUDY TIME

Study periods (Year 12 and Year 13 only)

Pupils in the Sixth Form have study periods built into their academic timetables. These study periods are there to support your learning and lesson content to allow you to research the topics of your classes by further reading. There is a dedicated Sixth Form study room, and sixth formers can use the school library. Pupils who are up-to-date with their work are permitted to use the Sixth Form common room when not in lessons. Pupils who fall behind with their studies and do not make the most of their independent learning opportunities may be required to have supervised study periods with the Sixth Form team or boarding staff.

Pupils in Sixth Form who are exceeding their targets will have the privilege to study during free periods in their bedroom once approved.

OUTSIDE OF SCHOOL TIMES

Ensuring the welfare of pupils

There is a formal register taken of pupils at the start of the day and many points during the day. There are additional registers of boarders in their boarding houses.

Parents are required to provide permission for pupils' use of free time and the independence they would like you to have based on your age/year group. When you are out of school you are trusted to use your independence responsibly, any breach of this trust will result in a sanction e.g. restricted free time and gating.

When can I go off site and where can I go?

During the week (Southbourne, Boscombe, Bournemouth)	
Year 7 - 9 (in groups of 2 or more)	Wednesday: 3.45pm – 5.30pm (if you signed up for Boarder's Essentials as a co-curricular activity) Friday: 3.45pm – 5.30pm
Year 10 (in groups of 2 or more)	Monday: 4.40pm – 5.30pm Wednesday: 3.45pm – 5.30pm (if you signed up for Boarder's Essentials as a co-curricular activity) and 7.00pm-9.15pm Friday: 3.45pm-5.30pm (return for supper) and 7.00pm-10.15pm
Year 11 (in groups of 2 or more)	Monday: 4.40pm – 5.30pm Wednesday: 3.45pm – 5.30pm (if you signed up for Boarder's Essentials as a co-curricular activity) and 7.00pm-9.15pm Friday: 3.45pm-5.30pm (return for supper) and 6.00pm-10.15pm
Year 12 and Year 13 (including EAL) (we strongly advise that you travel in pairs when the evenings are dark)	Monday to Thursday: 3.45pm- 5.30pm and 7.00pm – 9.15pm. Friday: 3.45pm – 10.15pm (supper in school is optional) You must inform staff if you plan to miss supper.

At the weekend	
Year 7 and Year 8 (in groups of 3 or more)	Saturday and Sunday afternoon: no longer than 3 hours Southbourne and Boscombe only
Year 9 (in groups of 2 or more)	Saturday and Sunday afternoon: no longer than 4 hours Southbourne, Boscombe and Bournemouth
Year 10 (in groups of 2 or more)	Saturday and Sunday afternoon: no longer than 5 hours Southbourne, Boscombe and Bournemouth
Year 11 (in groups of 2 or more)	Saturday: 11.00am-10.15pm (supper in school is optional). You must inform staff if you plan to miss supper Sunday 11.30am – 5.30pm and 6.00pm – 9.15pm
Year 12 and Year 13 (including EAL) (we strongly advise that you travel in pairs when the evenings are dark)	Saturday: 11.00am-10.15pm (supper in school is optional). You must inform staff if you plan to miss supper Sunday 11.30am –9.15pm (supper in school is optional). You must inform staff if you plan to miss supper.

MEAL TIMES

DAY	BREAKFAST	LUNCH	DINNER
Monday	7.40am	12.30pm	5.30pm
Tuesday	7.40am	12.30pm	5.30pm
Wednesday	7.40am	12.30pm	5.30pm
Thursday	7.40am	12.30pm	5.30pm
Friday	7.40am	12.30pm	5.30pm
Saturday	9.30am	From 12.30pm	6.00pm
Sunday	Brunch 11.00am		6.00pm

Boarder's Choice Friday

Boarding pupils are given the opportunity to choose their favourite item from the list provided for the dinner menu on a Friday evening. The most popular choice from all boarders is then made for dinner that evening. The choices are sent through via the boarding broadcast on Teams each week for pupils' to vote.

BEDTIME ROUTINE

We expect that our pupils are actively involved in school and boarding life and rest and good sleep habits are important to support this. The following timings are to be adhered to, and pupils should be able to take responsibility to meet these expectations themselves so that boarding staff can check-in and say goodnight at the end of the evening. If boarding staff are continuously having to remind pupils about bedtimes and handing in devices, privileges may be removed, and sanctions may be applied.

YEAR 7-9	
9.00pm	Shower time
9.30pm	Devices to be handed in
9.45pm	In rooms with lights out

YEAR 10-11	
9.45pm	Shower time
10.15pm	In rooms with lights out

SIXTH FORM	
10.15pm	Shower time
11.00pm	In rooms with lights out

Sixth Form pupils have the privilege of managing their own bedtime. It is understood that pupils make good decisions and get sufficient sleep to consistently function during the during the daytime. This will be at the discretion of the Assistant Heads of Boarding and can be removed at any time.

These timings are between Sunday-Thursdays and will extended but 30 minutes on Fridays and Saturdays.

PUPIL VOICE

There are a variety of ways in which boarding pupils can express your voice to be heard by the staff team at BCS. These include:

Boarding food council – This allows boarding pupils to voice their ideas and reflections on the food provided at meal times.

Boarding meetings – Run by the heads of houses for boarding pupils to be given key updates and a time to express any views, ideas or concerns about boarding life.

Prefect meetings – This is a meeting for boarding pupils to get together and discuss key elements such as ideas for activities, reflections on time in the boarding house and any concerns to be raised.

Boarding pupil survey – An opportunity to be able to reflect and express thoughts on all areas within boarding. This is done online anonymously to be able to provide a platform for sharing thoughts.

Raise a Concern app – A webform on your iPad to be able to raise any concerns. This is supported by a member of the senior leadership team.



SECURITY, WELFARE, HELP & MEDICAL

For safety and security, CCTV cameras are in place inside and outside the buildings to enable staff to monitor public areas. The external main doors operate only via a keypad, this should not be shared with anyone outside the boarding community.

ILLNESS, MEDICAL APPOINTMENTS, MEDICATION

The school takes its medical responsibilities seriously and follows NHS protocols. We ask that parents do not manage their child's day to day illness remotely and trusts the school to have their best interests at all time.

In the evenings, boarders must report to House Staff if they feel unwell.

If you bring any of your own prescribed medication to school, you must inform the Nurse who may need to store it in accordance with UK regulations for medicines in schools.

'Homely remedies' (also known as 'over the counter' or OTC medications) can be given by House Parents. These include paracetamol, ibuprofen, antacid and antihistamine cream. Before House Parents can decide whether to issue any homely remedies, pupils must give House Parents information about any other medication they have taken. House Parents will update the medication files for the pupil and record the reducing balance of medication.

MEDICATION

Boarding pupils must declare any medication in advance to arriving at BCS. All medication must be supported with documentation from your Health Care Provider in your home country. The information must include the reason the medication is needed, the prescription (dose, frequency and side effects) and any follow-up actions, if applicable. The name of the Health Care Professional and their contact details must be eligible in English.

Please make sure to establish whether the medication you are taking is licensed for use in the UK prior to arrival.

All medication must be clearly labelled in English, including your name, the name of the medication, the frequency and the dose.

The UK health system has strict rules around the prescription doses for young people which may differ from your home doctor. Existing medication and dosage must be declared prior to your arrival to ensure any adjustments to doses can be conducted safely to best suit your needs. Any medication that has not been declared prior to your arrival or that does not meet the above criteria will be confiscated.

Boarding pupils are only permitted to have prescribed medication in their rooms following an initial assessment from the School Nurse.

All boarders must declare all medication to the boarding staff as soon as they arrive at BCS. The boarding staff must store this medication in a locked cupboard until the medical staff have had the opportunity to assess the boarding pupil's competency to take medication independently. There will be circumstances when boarding pupils will need to keep their medication (for example epilepsy medication, contraceptive medication) on them personally. This needs to be discussed on an individual basis with the medical staff.

INDEPENDENT LISTENER

If you feel you have any concerns that are not being met within school they can approach the school's Independent Listener, Christina Innes. The details for this are provided in the boarding house and can be accessed at any time. They come into school each term to meet boarders and explain their role.

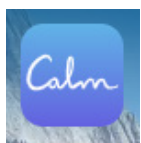
HELPLINES AND EXTERNAL SAFEGUARDING CONTACTS

CAMHS (Child and Adolescent Mental Health Services) Dorset assesses and treats children and young people up to the age of 18 who are suffering significant mental health difficulties. CAMHS also supports families and carers who need advice or help.
camhsdorset.org | 01202 646300

Childline is a counselling service for children and young people up to the age of 18 – they deal with any issues which cause distress or concern, including child abuse, bullying, mental illness, parental separation, teenage pregnancy, substance misuse, neglect and psychological abuse.
childline.org.uk | 0800 1111

NSPCC is the leading children's charity in the UK, specialising in child protection and dedicated to protecting children and preventing abuse.
nspcc.org.uk | 0808 800 5000

Apps



Calm your mind. Change your life.

Mental health is hard. Getting support doesn't need to be. Our app puts the tools to feel better in your back pocket, with personalized content to manage stress and anxiety, get better sleep, and feel more present in your life. Relax your mind, and wake up as the person you want to be.



Kooth is a free, safe, anonymous online emotional wellbeing community that is accessible 24/7, 365 days of the year and provides access to chat sessions with BACP-accredited counsellors and qualified emotional wellbeing practitioners.

If you are a child or young person who lives away from home or who receives social care, who needs advice or assistance, you can call the Children's Commissioner on 0800 528 0731 or email help.team@childrenscommissioner.gov.uk

Young Minds

<https://www.youngminds.org.uk/>

Over the last year, we worked closely with young people to hear what you need from us.

You told us you want honesty, for us to speak up more on the issues you care about and offer mental health support that makes you feel seen and heard. All of you. That means doing more for Black, minoritised and marginalised young people. You want solutions beyond the one-size-fits-all approach to mental health.

And you want to know there's hope for your future. So we're changing how we look, and we're changing how we do things too.

GP SERVICES AND OTHER HEALTHCARE PROVIDERS

The school nurses will register all boarders with Shelley Manor Medical Centre (Beechwood Avenue, BH5 1LX, 01202 309421). Occasionally, a boarding pupil may live locally and have a local GP. In these circumstances, the nurses will use their discretion to determine whether a pupil needs to change GP practices to Shelley Manor or remain with their current practice.

Registering with Shelley Manor allows the nurses to make appointments with a GP or Nurse Practitioner, in a timely fashion if needed. An NHS number for the pupils will also be generated.

If you are required to see the GP, or attend any other appointments, generally a member of boarding staff will accompany you. There may be circumstances when you may go alone (16 years of age and older for example – although you will need to be happy with this plan, and boarding staff deem it appropriate).

If needed, we generally refer pupils to Julian May Opticians on Southbourne High Street (01202 432435) for

any eyesight concerns. We do not currently have a specific dentist who we use, however we have a number of local private dentists who we can access if required.

FIRST AID AND MINOR ILLNESSES

Boarders who feel unwell during the school day should report to the Medical Room. You should make a member of staff aware that you need to attend the medical room. If required, boarders will return to their boarding houses and cared for by the boarding teams, under the supervision and direction of the medical staff. The nurses will update parents and/or guardians accordingly and in addition, the boarding teams will feedback any information from the time they have cared for the boarding pupil.

If required, House Parents may dispense the following non-prescription medication from the boarding house:

- Paracetamol
- Ibuprofen
- Cetirizine
- Throat lozenges
- Dioralyte

Out of hours:

If you are unwell or injured out of the hours of 08.15 – 17.00 (Monday – Thursday) and 08.15 – 14.45 (Friday), you should report to a member of house staff. The House Parents may consider calling 111 for advice, or for a medical emergency 999.

111 is available 24 hours a day, seven days a week for medical help and advice when not in a life-threatening situation.

999 should be called when someone is seriously ill or injured or their life is at risk.

BCS MEDICAL OPENING HOURS

Monday, Tuesday and Thursday:

8.25am-8.40am
Break time
Lunchtime
3.40-5pm

Wednesday and Friday:

8.25am-8.40am
Break time
Lunchtime

SMOKING, VAPING, DRUGS AND ALCOHOL

Smoking is illegal in public buildings in the UK and in schools. There is no legal way in the UK that anyone under 18 can buy or be given tobacco products, and therefore these are not permitted to be brought into, stored or consumed in by pupils in the school. The school regards vaping products as the same as tobacco products.

The school operates a zero-tolerance policy on drugs and 'legal highs'. Disciplinary action will be taken against any pupil caught using drugs or selling them. Pupils are reminded that it is a criminal offence to have these in their possession or use them in or outside the school.

Pupils are not permitted to bring, store or consume alcohol within the school. A breach of these rules will lead to the confiscation and disposal of any of these products as well as disciplinary action.

KITCHEN & FOOD DELIVERIES

All pupils are expected to eat together in the dining hall, kitchens are for light snack preparation only. All meals can be found on the website, we regularly work with pupils where they may not be satisfied with the offering or have specific dietary requirements.

Kitchens are shared areas for everyone living in boarding and should therefore be kept tidy after each use. It is every boarding pupil's responsibility to keep their kitchen clean and tidy.

Kettles, toasters, refrigerators and rice cookers are not allowed to be kept or used in bedrooms due to the fire risk. If one is found in your room, it will be confiscated.

Takeaway meals may be eaten in the common areas and not in the rooms. Boarding pupils give their mobile number to the delivery company and arrange to meet the delivery person at the front entrance.

All deliveries must arrive before curfew time and boarders **MUST** take responsibility to order takeaway food in good time – our experience is that this means at least one hour before curfew. Boarding pupils can only use takeaways at the weekends – **NO** deliveries Monday – Thursday.

All use of kitchen facilities stops at 9.15pm from Sunday to Thursday and from 10.00pm on a Friday and Saturday.

