

KINGS OXFORD STATEMENT OF BOARDING PRINCIPLES AND PRACTICE FOR WAVY GATE RESIDENCE

At Wavy Gate Residence Kings Oxford provides a safe, nurturing environment for students to start looking after themselves and to become increasingly independent so that they are well prepared for their next step, which is usually going to a UK university. Students are expected to be able to be mature and responsible enough to join the community at the residence, to participate in community life and to respect others in accordance with Kings 'Aims of the College' *. At the same time school and residence staff offer twenty four hour support and the care students need while they are away from home, many for the first time, and in a different language.

Location and description of Wavy Gate Residence

4 Collins Street
Oxford
OX4 1XL

The residence is arranged in two and three storey blocks, each floor has two 'flats' per floor, each flat comprises six single, spacious ensuite rooms where six students share a large communal kitchen/sitting room/common area. There are also some studio apartments which have their own kitchens. Under 18s and over 18s are not housed in the same flats and male and female students are housed in separate flats, on separate floors. Kitchen equipment is provided for each flat and studio and we would prefer students not to bring portable electrical devices from home.

Catering

Students can choose to be self catering or half board. Breakfast and dinner for students opting for half board is provided at St Joseph's campus (15 minutes walk or a ten minute bike ride away). Supermarkets, restaurants and other shops are a few minutes walk away.

Community room

There is in addition a community room where students can meet after college for homework club, IELTS preparation club, to watch TV, play board games, table tennis, and table football.

Laundry.

Bed linen and towels are changed weekly but students are expected to wash their own clothes for which a large laundry room with four washing machines and four dryers has been provided.

Bike store

Students can lock their bikes in a secure bike store in the grounds of the residence when they are not in use. Staff will help students to arrange bike hire, give advice on how to buy a second hand bike locally or where to buy a new bike.

Security

Students are issued with security fobs to enter their block, a key to enter their flat and a separate key for their own rooms. Students are expected to sign in and out of the residence and to respect curfew times outlined in Kings under 18s Guide** There is a warden on site at all times. Wardens check that all students have returned for evening curfew. CCTV monitors the entry/exit gates and a security patrol is in operation

overnight for additional security. Visitors and guests have to sign in and out and no overnight guests are allowed.

Safeguarding, welfare and wellbeing

The college Safeguarding Committee reports to the Principal, its members are: Vice Principal (designated safeguarding lead), Academic Course Directors, Welfare Officer (deputy designated safeguarding lead), Accommodation Officer, Head Warden. The whole committee meets termly or as issues arise, the head warden, course directors and welfare officer meet weekly to discuss student welfare, behaviour, academic progress and any safeguarding issues. Welfare and wellbeing talks are given during group tutor time at college and at the residence in small groups, aimed at tackling e-safety, cyber bullying, staying safe, sex and relationships, drug & alcohol use and sexual health. Additionally the residence wardens run cooking and healthy eating workshops in the student kitchens.

All Kings Oxford staff undergo enhanced DBS checks and safeguarding training. All residence wardens are also first aiders and trained fire marshalls.

Student feedback and complaints

Students are asked for their feedback on their experience at Kings Oxford at set points throughout their course and specifically on how they are getting on in their accommodation once per term. Any issues arising from this consultation are recorded along with the action taken and whether the student considers the outcome satisfactory. Students can take a complaint to any member of staff they feel comfortable talking to and the member of staff is expected to involve colleagues as appropriate and ensure that the student receives a response even if the complaint remains informal. Formal and informal complaints can be made by following the Kings complaints procedure.

<http://kingseducation.com/assets/media/ke-downloads/policies/KingsComplaintsPolicy.pdf>

*** The Aims of the College**

At Kings you will meet other students from many parts of the world in a constantly changing international community. This community may be different from others in your experience. At Kings you can make friends from all over the world and learn to see and understand the world from many new points of view. We believe this is a valuable and special opportunity. We believe that it will help you to get the most out of this opportunity if you understand the aims and expectations of the college and its staff. Kings is an **international community**. We also want it to be:

a **learning** community in which people:

- acquire new knowledge and understanding
- enjoy the experience of learning

a **tolerant** community whose members:

- accept that people from different cultures may think, believe and behave differently
- enjoy these differences and try to learn from them

a **courteous** community whose members:

- are proud of the cultures they represent but can adapt in order to get on with others
- understand that others may judge their culture by the way they behave
- want to be better communicators, within and between cultures

a **generous** community in which people:

- help one another to learn
- understand that all learners have different needs which cannot all be met at the same time

a **hard-working** community where people:

- know that to make progress in learning they need to study
- understand that they must take responsibility for their own learning

an **ambitious** community whose members

- try to achieve the highest standards in everything they do
- want to be better citizens of the world

We hope that you will share these aims and will want to work with us to try to achieve them. Like all communities, Kings needs rules and guidelines to help it achieve its aims. These are mostly common sense but if you would like a copy of the document which sets out some “Dos and Don’ts” for students, please ask your Director of Studies.

**Kings Under 18s Guide

At College

ALL under 18	Kings Colleges run courses for both junior and adult students, year round. Therefore, your child will study in an environment where both adult and junior students share facilities.
Under 16	Students under 16 years old will study in classes with students under the age of 18, but not with adult students.
16 and 17	Students aged 16 or 17 years old are likely to study in classes with adult students.

Homestay Accommodation

Under 16	It is Kings policy to place students under 16 and staying for 27 nights or longer, in a homestay under a Private Fostering Agreement, in order to ensure the highest level of support is available to them. The main host and all members of their household are required to undergo a criminal record check (called an Enhanced Disclosures and Barring Service check) to ensure their suitability to care for younger students. Private Foster carers are also required to liaise with Social Services (part of the local government authority) regarding care for under 16s. It is not Kings policy to place students under the age of 16, with students over the age of 18.
16 and 17	In homestay accommodation for students aged 16 or 17 the main host and all members of their household are required to undergo a criminal record check (called an Enhanced Disclosures and Barring Service check) to ensure their suitability to care for younger students. It is not Kings policy to place students under the age of 18 with students over the age of 18.

Residential Accommodation

Under 16	Only available on short courses as part of a group (not Wavy Gate)
16 and 17	Students aged 16 or 17 are permitted to stay in either a homestay or one of our student residences, we have specific residences that cater for under 18s – please see our accommodation section for more details. All staff working in our student residences are required to undergo a criminal

	<p>record check (called an Enhanced Disclosures and Barring Service check) to ensure their suitability to care for younger students.</p> <p>In residential accommodation students under 18 and over 18 live in different areas; male and female students aged under 18 are also not housed in the same area, to allow staff to better monitor and supervise students and ensure their safety.</p>
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Private Accommodation

ALL under 18	<p>Students under 18 are not permitted to live in private accommodation, unless staying with a close relative or with permission from the Principal and parents or guardians</p>
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Supervision

Under 16	<p>During the day at college, your child will be supervised during lessons and all college activities and events.</p> <p>Your child must attend college every day while lessons are in progress; they are permitted to leave for lunch, but must sign in and out of college at all other times, so a member of staff is aware of their whereabouts.</p> <p>Your child will not be supervised while travelling between the college and their accommodation.</p> <p>Your child will not be supervised during their free time (e.g. after finishing lessons and returning to their accommodation for dinner).</p> <p>Your child may be unsupervised, at times, during the day at weekends.</p> <p>If your child does not attend college, does not arrive home for dinner in the evening or is absent without contacting the college or their host carer, all necessary steps will be taken to locate them (including Police where necessary).</p> <p>Your child will be supervised overnight by their host carer or another appointed and vetted adult.</p> <p>For students under the age of 16 wishing to travel outside the local area (of their college and accommodation), the college require parental permission (provided by the guardian or parent and sent directly to the college).</p>
16 and 17	<p>Students aged 16 and 17 years old are expected to be able to live and travel independently while studying with Kings (see section on consent below).</p> <p>Therefore, students of this age are permitted more freedom. They will not be supervised outside of lesson times, during their free time or at weekends.</p> <p>Student of this age are permitted to travel outside the local area (of their college and accommodation), however, they should inform the college and their host carer or residence warden before doing this and must seek permission from the college and their parent or guardian if they wish to stay away overnight or travel outside the UK.</p>
ALL under 18	<p>The college social programme is not compulsory for any students (except for some Kings Summer courses – please see Kings Summer website for details). Activities are supervised by trained members of staff in adequate ratios to ensure sufficient supervision for the number and ages of students attending. However, students are sometimes required to arrange their own travel between their accommodation and the location of the social event, therefore it is recommended that students under 18 travel to and from social events and activities with friends or in a taxi, especially in the evenings.</p> <p>Students under 18 years old are not permitted to drink alcohol or attend bars, pubs or nightclubs (this is the Law in England)</p>

Curfews

Under 16	Students under 16 years old MUST be home by 21.30 every evening unless they are attending a Kings run activity in which case they must be home at 22.30
16 and 17	Students aged 16 or 17 MUST be home by 22.30 every evening unless they are attending a Kings run activity in which case they must be home at 23.30

Overnight stays

ALL under 18	Students are not permitted to stay overnight in another student's accommodation or at unknown accommodation and are not permitted to receive overnight guests at their own accommodation (unless permission is sought and the college satisfied that it is an appropriate and safe arrangement).
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Medicines and Medical Care

ALL under 18	<p>Parents MUST inform the college of any medical conditions or medications their child is taking.</p> <p>All students under 18 years old meet with the college Welfare Officer very soon after starting their course, who will help them with any medical requirements and help them to register with a local doctor.</p> <p>Students bringing medication with them from their own country MUST make sure it is labelled in English (including name of medication and details of dosage).</p> <p>Please note: where the college are required to assist a student with the taking of medication a Parental Agreement form will be required, along with agreement from the Principal that staff are able to be adequately trained to do so effectively and safely.</p>
Under 16	Students under 16 will be assisted with the taking of medication where necessary, including safe storage of the medication if needed.
16 and 17	Students aged 16 or 17 years old are expected to be mature and responsible enough to carry and administer their own medication, however if assistance is needed with this, please inform us.

Airport Transfers

ALL under 18	It is Kings policy that students under 18 book a return airport taxi transfer through the college, unless they are travelling with a named adult family member, guardian or close family friend.
Under 16	Students under 16 are required to have an adult present to greet them on arrival and again to accompany them to the check-in desk on departure; Kings will arrange for this service unless the student is travelling with a named adult family member, guardian or close family friend.
16 and 17	If a student aged 16/17 has a Letter of Consent to Travel, signed by their parent(s), a taxi transfer is not required.

Parental Consent:

By making a booking with Kings it is expected that you agree to our terms and conditions and the level of care specified above

Under 16	For students under 16 a higher level of care and supervision is offered and a UK based Guardian required along with the additional measures specified above.
16 and 17	For students aged 16 and 17 parents are asked to sign giving permission for their child to live and travel independently whilst studying at Kings – this means they are not required to have in place a UK based guardian and are permitted more

	independence than our under 16s (as detailed above). If parents do not wish to sign this, then arrangements for a UK based guardian must be made.
ALL under 18	Parental permission is given, as part of Kings Terms and Conditions, for students to attend activities, school trips and educational visits, receive emergency medical care and over the counter medication and for a Private Fostering arrangement to be put in place, where necessary.

Please Note:

Students who do not follow the above guidelines and college rules will be subject to the Kings Behaviour and Discipline Policy.