

ABBEY
COLLEGE
CAMBRIDGE

Weekend and Holiday Leave Policy

2021/2022

SLT Responsible for this Policy

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This policy is reviewed on an annual basis		
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This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

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1. Introduction

Students may request to go on independent trips and visits on weekends and holidays and this policy outlines the safeguarding measures of the school and expectations of parents and students.

Abbey College Cambridge must obtain all student plans and whereabouts during any of the planned half term and end of term holidays for safeguarding and UKVI purposes. Students and parents are contacted three weeks before the upcoming holiday for travel plans.

All information is recorded on SIMS.

Due to the current situation with the Corona Virus all weekend and holiday leave are not permitted until further notice. The following Policy will be reintroduced when it is considered safe and sensible to do so.

During any absence of the Director of Boarding the Vice Principal Pastoral will oversee the adherence to this policy and the necessary authorisations.

Associated documents

Safeguarding Policy
Missing Student Policy

2. Aims

To outline the procedure for authorising a leave of absence from accommodation.

3. Procedure for weekend/holiday leave requests

Parents should email the relevant accommodation: acc.AH@abbeycambridge.co.uk / ACC.Purbeck@abbeycambridge.co.uk / ACC.Tripos@abbeycambridge.co.uk / ACC.Orchard@abbeycambridge.co.uk or for students staying with a host family: Stephanie.Stafford@abbeycambridge.co.uk by the Wednesday prior to the planned weekend leave or at least one week in advance for holiday leave.

Authorisation for weekend leave is granted at the school's discretion. Consideration will be given depending on the student's behaviour, academic progress, attendance and depending on whether

the student is expected to attend a school/boarding activity or function. Students are not expected to take more than 3 exeats in any term.

Any request for leave during the school day or which means a student will miss lessons must be redirected to the relevant Housemaster.

All students under the age of 17 must be staying with an appropriate adult (family member / guardian) over the age of 25, whose information is linked to the student on the student's school record. Those students 17+ will be considered on a case by case basis.

The parents will confirm:

Date of absence	
Name of adult student is staying with	
Contact number of adult	
Email of adult	
Address of adult	
Relationship of adult to the student	
How student is travelling to address	
Expected time of return	

The email from which the parental permission is obtained, must match that held in the school SIMS. The parental permission email is kept on file. If there is any doubt that the request is authentic and from the parents, the boarding staff must refuse the request and investigate.

If the boarding team in using their professional judgement feel uncomfortable with any overnight stay arrangement, they should refuse permission and flag immediately with their line manager and DSL.

All overnight stays should finish on Sunday with all students back in their accommodation by curfew to get a good night's sleep, ensuring they are ready to learn on Monday morning. Unexpected requests to lengthen overnight stays will be marked as unauthorised and boarding staff should follow the procedure outlined in Missing Students Policy.

At the start of term parents may request that their children stay in a local hotel with them. This request needs to be received in writing with the full address and contact details for the parents logged in SIMS.

4. Providing holiday travel plans

All students must inform the boarding and accommodation team (if an independent student or living with a host family) of their travel intentions for half term, the end of term and for summer holidays. This includes but is not limited to:

- Date of departure.
- Times of flight, airport information, ticket and travel information including flight numbers.
- Who the student is travelling with.
- How long they are away for.
- Return information as above.
- Return date and time to accommodation.

All information must be emailed from the students, with confirmation sent by their parents and/or guardians at least one week prior to departure.

All information must be given and emailed to the boarding team in their residence and to the accommodation team (if an independent student or living with a host family).

All information provided will be logged on SIMS on the students' holiday plans record page.

All accommodation closes at Christmas and students are encouraged to go home to visit their families.

During extreme circumstances, such as the Covid Pandemic, the school may remain open to help care for any children unable to return home. This will be organised and arranged well in

advance by the school and must never be considered an option for families in any other circumstance.

5. Clearing of student bedrooms and living spaces

At the end of the **autumn term**, all students are expected to clear their fridges of perishable items, and ensure all bottle and jars are placed in the plastic boxes provided **by their boarding team**. During the Christmas break accommodation closes (**apart from in extreme circumstances see note on page 5**) and all rooms are deep cleaned. At this time students are requested to place all personal items into wardrobes **or on bookcases** so all surfaces can be cleaned. **Desks and bedside tables should be completely clear**.

At the end of the summer term, students' rooms should be cleared completely. **Students have the option to use the 'School Trunk' storage service where 4 boxes and 1 suitcase can be stored for a small charge. Alternatively students may arrange their own storage with companies such as Lovespace, or take their items home. All personal items should be removed from student rooms with recycling** placed into the recycling bins provided in communal areas, donated to charity (**if appropriate**) by placing in clear plastic bags, or thrown into rubbish bins if none of the above applies.

Students who do not follow the clear end of term policy regarding their rooms will be charged for the removal of remaining items. These charges are clearly displayed in all student rooms and communal areas.

At the end of the Christmas term and the end of the summer term, student room keys will be handed back to the boarding team.

6. Student relocation

On rare occasions and due to unforeseen circumstances, students may return home and not complete their studies or their academic year at ACC. In such circumstances, ACC will ensure that two members of the boarding team pack up the student's belongings and at the request of the family, store until the start of the next academic year, or return them to the student and their family. The cost of either option will be added to the student's school bill.