



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

POLICY ON THE LINK BETWEEN ACADEMIC AND BOARDING STAFF

Issue No.: 01	Document Number: STANACC8
Issue Date: 30 March 2015	Originator: Hanna Claydon
Version: 02	Responsibility: Director
Reason for version change:	Dated: 30 March 2015
Authorised by: Wayne Marshall Date: 22nd July 2016	Signature: Hanna Claydon

1.0 Introduction

It is important that there are effective links between academic and boarding staff at the college because they support students' personal wellbeing and safety, academic achievement and personal development. Formal lines of communication are identified so that information can flow between both parts of the college and for the benefit of the students.

2.0 Communication

2.1 At least once a term the Principal will contact each House Manager by phone or e-mail to discuss the students living in each boarding house. This means that the Principal is well informed about pastoral issues and the House Manager is informed about attendance and academic progress.

2.2 At the end of each term, each House Manager will write a short report on each student living in their boarding house. The report will consider behaviour, personal achievements and welfare. Also, House Managers will receive copies of their students' academic reports at the end of each term, so that they have a detailed picture of how their students are doing in school and can provide appropriate support.

2.3 When a student calls the Attendance Officer to advise him of illness, he will send a text message to the mobile phone of the relevant house manager.

2.4 The Principal will produce an attendance and punctuality report each week, asking tutors to discuss lateness and punctuality with their tutees. The report will also show which boarding house the students are at and will be distributed to the house managers so that they can see whether their students are arriving at college on time. The Principal and the House Managers can then agree ways of encouraging students to be punctual.

2.5 House Managers will meet once a term as a group with the College Director and these meetings will be minuted.

2.6 The College Director (Hanna Claydon) carries out a boarding house visit twice a year. This visit is based around the National Minimum Boarding Standards Appendices.

2.7 Mervyn Martin (Director and Owner) will visit each boarding house twice a year, unannounced, during breakfast or dinner time. During the visit she will check key elements of the house's operation and will also speak to students and the House Manager. Following the visit he will submit his report for each boarding house to Hanna Claydon (Director in charge of boarding) and Wayne Marshall (Principal).

2.8 House Managers are aware that they can contact Hanna Claydon or Wayne Marshall at any time and about any issue. The 24 hour emergency phone is for this purpose.

2.9 Communication systems are supported by e-mail, telephone (mobile and landline) and Dropbox for policies and updates.

Review: July 2016

Next review: August 2017.