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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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**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.

1. **Communication**

One every half term, there will be a meeting between the Services Director, Vice Principal and the House Managers to discuss both academic and pastoral issues.

There will be regular contact between the Head of Pastoral Care and the House Managers about student welfare issues. The frequency of this contact will depend on the type and severity of the issues.

The Principal will produce an attendance and punctuality report each week, asking tutors to discuss lateness and punctuality with their tutees. The Student Services Assistant will discuss attendance issues with the relevant House Manager.

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

House Managers are aware that they can contact Hanna Claydon, Wayne Marshall and Helen Widdall (Pastoral Care) at any time and about any issue. The 24-hour emergency phone is for this purpose.

Communication systems are supported by e-mail, telephone (mobile and landline) and OneDrive/Sharepoint for policies and updates.

**COVID-19 Online/Remote**

This policy herein must be taken in light of the COVID Policy and social distancing and/or Government Guidance

**Review: July 2016, August 2017, July 2018, August 2019 and August 2020, March 2021**

**Next review: August 2021.**