



KINGS LONDON STATEMENT OF BOARDING PRINCIPLES AND PRACTICE

At Kings, our mission is to provide a general and linguistic education for young people from all over the world intent on studying in an Anglophone environment — developing and nurturing every student to help them achieve personal growth, personal achievement and the best learning outcome for their individual circumstances, ability and needs. We strive to create life-changing and long-lasting memories, and to help our students make ambitious, well-informed and broad-minded choices about the way they lead their future lives.

A large part of this commitment to our students is our accommodation and welfare provision, as we believe it is impossible for students to achieve without a strong support network outside the classroom and recognise that for many of our students, studying away from home in a foreign environment, a home away from home is an absolute necessity.

For many years now, Kings has established, maintained and grown relationships with local homestay providers. Homestays are carefully selected and continually vetted by Kings in order to ensure they provide a high quality service to students. Students from the age of 14 and above are placed in homestay. Where students are under 18 years old, safeguarding their welfare is of paramount importance, therefore criminal record checking, private fostering arrangements and specialised training for hosts are part of our provision. Students are placed in homestay according to their age: no student under 18 is placed with a student over 18 and under 16s are ordinarily placed with other students under 16 years old.

Kings offers its students a warm and inclusive setting in which to learn and live. As outlined in the *Aims of the College* and in *Kings Strategic Objectives* we expect all staff and students to support and enable each other to achieve their goals. Each college has in place a Welfare Officer, responsible for coordinating and overseeing the general welfare and safeguarding of all Kings students. In addition, all staff receive safeguarding training as part of their induction and are made aware of their responsibilities with regard to Kings Policies and student welfare. Key staff members in addition to the Welfare Officer also play a key pastoral role including Directors of Studies, Group Tutors, Student Services Staff and of course, the Principal. A joined up and coordinated approach is ensured by regular meetings, record keeping and sharing using the Class and iSAMS student databases and targeted interventions where necessary.

To welcome students and allow them to integrate fully into student life, students are given a comprehensive induction when they arrive at Kings including information about the local area, their accommodation, welfare and safety advice, learning and lessons, local travel and amenities and the Kings Social Programme.

To provide students with the all-important well rounded education both in and out of the classroom that Kings believes so crucial, students are offered a comprehensive programme of activities, excursions and educational visits; as well as college run clubs and societies and the opportunity to join the student forum..

In every aspect of Kings provision we ensure the health, safety, educational progress and welfare of our students, details of Kings Policies ensuring this provision can be found at: <http://kingseducation.com/about-us/policies-and-procedures.html>

Types of accommodation offered by Kings London

Homestay

We have strong, long-term relationships with many local hosts at all of the UK colleges including working families, couples, single people and retired people.

Included in homestay:

- Comfortable, welcoming accommodation
- Single rooms year-round
- Breakfast and dinner (half-board), breakfast, lunch and dinner (full-board)
- Fully furnished room
- Bed linen provided
- Internet usage
- One laundry wash per week
- Average location from college: Up to 30 minutes' walk or short bus ride

Homestay extra

With Homestay Extra all the facilities of our standard Homestay provision is included plus extras including a private bathroom or shower room and television in the bedroom.

Student Houses

College run student houses are currently available at Kings London, they are offered to students aged 18 and over only, on a self-catering basis and for bookings of 12 weeks or longer

Included in student house:

- Single rooms
- Laundry on-site
- Cleaning of communal areas (typically weekly)
- Bed linen provided
- TV lounge
- Free wireless internet
- Communal bathroom

Student feedback and complaints

Students are asked for their feedback on their experience at Kings London 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.

* **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.
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 record check (called an Enhanced Disclosures and Barring Service check) to ensure their suitability to care for younger students. 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.

Private Accommodation

ALL under 18	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
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Supervision

Under 16	During the day at college, your child will be supervised during lessons and all college activities and events. 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. Your child will not be supervised while travelling between the college and their accommodation. Your child will not be supervised during their free time (e.g. after finishing lessons and returning to their accommodation for dinner). Your child may be unsupervised, at times, during the day at weekends. 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). Your child will be supervised overnight by their host carer or another appointed and vetted adult. 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).
16 and 17	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). 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. 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.
ALL under 18	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. Students under 18 years old are not permitted to drink alcohol or attend bars, pubs or nightclubs (this is the Law in England)

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. All students under 18 years old, on long term courses, 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. 16/17 year olds may be exempt (please see below).
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. ([Click here for T&Cs](#))

Under 16	For students under 16, travelling without a group leader or teacher, 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.