CAMPBELL
COLLEGE

Est 1894

BOARDING DEPARTMENT HANDBOOK

ACADEMIC YEAR 2022/23

(Updated May 2022)

This booklet provides information on the Boarding Department of Campbell College, also referred to as School House, and a summary of the College's Main Policies.

College policies are reviewed and updated regularly;

full and up to date versions of any policy may be viewed on our website:

www.campbellcollege.co.uk

or may be requested in hard copy from the College Reception.

[In most of our policies there is a section explaining further procedures specific to the Boarding Department].

CAMPBELL COLLEGE

Est 1894

Mr Robert Robinson, MBE
Headmaster

WELCOME FROM THE HEADMASTER

Welcome to Campbell College, Belfast

'*Education is what survives when what has been learnt is forgotten*,' wrote B.F.Skinner. After all the chemical equations and dates of battles have been forgotten, the memories become fragmented into a series of moments – late-night conversations, the first reading of a particular book, or returning mud-drenched from a rugby match. The combination of these formative moments combine to make what we call an education; and, it is the case that boarders at Campbell have more to remember.

Boarding has always been central to the life of the College. Boarding requires a student to take responsibility for their own life and to get on with a community of other people. It also provides them with a secure base and a focus of loyalty in a large school, as well as an opportunity for exercising responsibility and leadership in a community.

The community of Campbell College is subdivided into Houses, where the Boarding Department is referred to as ***"School House"***. The students are then further subdivided across three Boarding Houses; ***Armour's*** (Years 8-10), and 2 Senior Houses, ***Bowen's*** and ***Chase's***.

School House is presided over by the Head of Boarding, Mr Bert Robinson, who possesses extensive boarding experience. Mr Robinson was a Housemaster in Haileybury, Hertford, for six of his ten years teaching there, and has been the Head of Boarding at Campbell College for the past thirteen years. He is responsible for the academic, pastoral and social welfare of the students in boarding.

Mr Bert Robinson, as Head of Boarding leads a team of Boarding Staff, to ensure the students are cared for in every way. The staff also assist by looking after the health and domestic affairs of the House. A student has access to a range of medical, pastoral and counselling services.

Miss Anna Beckett is Housemaster of Armour's House, Mr Jonathan McNerlin Housemaster of Bowen's House and Mrs Wendy Pearson Housemistress of Chase's House; said staff will be the first point of contact for parents. Each student is also assigned a Personal Tutor who will work closely with the student in all aspects of their education in School House.

As a boarding and day school, Campbell College is committed to providing a broadly-based education designed to enable all students to discover their strengths, and to make the most out of their talents within Campbell College and beyond. It is our belief that the experience of living in a boarding community engenders respect for individuality and the difference of others. In School House we seek to foster self-confidence, enthusiasm, perseverance, tolerance and integrity. Above all, however, we want all boarders to be happy during their time at Campbell College.

RM Robinson, MBE

Headmaster

CAMPBELL COLLEGE

Est 1894

Mr Bert Robinson
HEAD OF BOARDING

WELCOME FROM THE HEAD OF BOARDING

Welcome to the Boarding Department

May I extend a brief word of welcome in addition to that offered by the Headmaster.

Boarding is the 'heartbeat' of Campbell College and it is my aim to make it a **'home from home'** for all the students who reside here. It is a special, unique environment, rich in culture and diversity, which prepares students for the world at large.

My relationship with the students is a very fortunate one – neither a father, nor a teacher but something unique in between. – This leads to a triangular relationship between home, school and student – where all lines of communication are open and clear.

This handbook will hopefully give you a flavour for life in School House, and any relevant information. Although it cannot fully portray the feeling of the students, the following are some comments from our students:

"I find boarding a great place to live and have been here for six years. What makes it special is that the staff are actively engaged in your life and are happy to help with any troubling issues, it is also nice to banter with them. It is also a good opportunity to meet people from other backgrounds and learn more about their culture, of course, having fun as well. I'm proud to call boarding my second home"
YEAR 13 STUDENT

"Your friends in boarding are your friends forever"

YEAR 12 STUDENT

"Boarding is a community where everyone pulls together … it is a great investment for the future"

YEAR 11 STUDENT

"Boarding is good because it taught me how to make friends"

YEAR 10 STUDENT

"In boarding, friends become family. People who are strangers in Year 8 are family in Year 14. Staff become people you can trust with anything"

YEAR 12 STUDENT

Mr Bert Robinson
Head of Boarding

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SECTION A

CAMPBELL COLLEGE

KEY STAFF AND CONTACT DETAILS

1. KEY BOARDING STAFF

HEAD OF BOARDING	**Mr Bert Robinson**

HOUSEMASTERS

ARMOUR'S (Years 8-10)	**Miss Anna Beckett**
BOWEN'S	**Mr Jonathan McNerlin**
CHASE'S	**Mrs Wendy Pearson**

MEDICAL STAFF

MATRON:	Mrs Eunice Hoey, RSN
ASSISTANT MATRON:	Mrs Belinda Kennedy, RSN
SCHOOL HOUSE DOCTORS	Dr Gillian Millar
	Dr David Best

BOARDING STAFF

ARMOUR'S HOUSEMOTHERS:	Mrs Gillian Callendar
	Mrs Lorraine Cooke
	Mrs Pamela Moses
	Ms Bernadette Coughlin
ARMOUR'S DUTY STAFF:	Mr Sam McClure
	Mr Matthew Snodden
	Mr Michael Boyd
	Mrs Maxine Bowen
	Ms Catherine Rojas
	Miss Catherine Mark
	Mrs Edel McInerney
	Mrs Julie Thomas
	Miss Jess Mayes
BOWEN'S DUTY STAFF:	Mr Ritchie McMaster
	Miss Fiona Young
	Miss Itziar Fontaina
	Mrs Debbie Madden
	Mr Ron Fullerton
CHASE'S DUTY STAFF:	Mr John Creighton
	Mrs Judith Girvan
	Miss Frances Fairley
	Mr Michael Boyd
	Mr Robert Hunter
	Miss Cath Skipper **COLLEGE LIBRARIAN**

ENGLISH AS A FOREIGN LANGUAGE (EFL)

EFL TUTOR	Mrs Tanya Mayne

DESIGNATED PERSONS FOR SAFEGUARDING AND CHILD PROTECTION

Designated Teacher:	Mr Will Keown (Vice-Principal)
Deputy Designated Teachers:	Mrs Wendy Pearson (HM Chases) Mr C McIvor Mrs Ruth McNaught
Governor for Child Protection:	Mr R Hassard

HOUSEKEEPING/LAUNDRY STAFF

Andrea Gannon	Donna Jackson
Jacqueline Evans	Kathryn Caproni
Jackie Macey-Lillie	Angela McMeekin
Rebecca English	Donna Pavis
Kristen Evans	Carol Wilkinson
Diana Weatherup	Zara Jackson
Rihanne English	

GAP STUDENTS

Reece Goosen	University of Stellenbosch, South Africa
Travis Coleman	Grey High School, Port Elizabeth, South Africa
Connor de Wet	Beaulieu College, Midrand, South Africa
Amelie Merguet	Junior German Assistant Programme
Greta Arnold	Junior German Assistant Programme

2. COLLEGE CONTACT NUMBERS AND DETAILS

The International Dialling Code for the UK is +44 (0044)

(if dialling from outside the UK, replace the first 0 in each number with 0044)

MAIN COLLEGE

Main College Reception (8:30am – 5:00pm) Tel 028 90763076

College Website www.campbellcollege.co.uk

College Email hmoffice@campbellcollege.co.uk

BOARDING DEPARTMENT CONTACT

ARMOUR'S (Years 8 -10)

HOUSEMOTHER MOBILE	**07496 441178**

Armour's Office Tel: 028 90764108

Armour's Kitchen Tel: 028 90760726

BOWEN'S AND CHASE'S

DUTY STAFF MOBILE	**07583 218844**

Bowen's Office Tel: 028 90764124

Chase's Office Tel: 028 90764125

SENIOR BOARDING STAFF

HEAD OF BOARDING

Mr Bert Robinson

Office: Tel: 028 90764122

Mobile: 07583 218844 (Duty Staff Mobile)

Email: brobinson317@campbell.belfast.ni.sch.uk

HOUSEMASTERS

Miss Anna Beckett (Armour's)

Office: Tel: 028 90764108

Mobile: 07930 850743

Email: abeckett146@campbell.belfast.ni.sch.uk

Mr Jonathan McNerlin (Bowen's)

Office: Tel: 028 90764124

Mobile: 07908 444661

Email: jmcnerlin246@campbell.belfast.ni.sch.uk

Mrs Wendy Pearson (Chase's)

Office: Tel: 028 90764125

Mobile: 07947 316120

Email: wpearson859@campbell.belfast.ni.sch.uk

COLLEGE MEDICAL OFFICERS

Harland Medical Practice: Tel : 028 90563397

3. KEY CAMPBELL COLLEGE STAFF

LEADERSHIP TEAM

Headmaster:	**Mr R Robinson**	
Vice Principals:	**Mr Chris Oswald**	**[Curriculum]**
	Mr Will Keown	**[Pastoral]**
Senior Teachers:	**Mr Bert Robinson**	**[Head of Boarding]**
	Mr John McKinney	**[Head of Extra-Curriculum]**
	Mr Chris McIvor	**[i/c Key Stage 3: Years 8 - 10]**
	Mrs Karen Sheppard	**[i/c Key Stage 4: Years 11 - 12]**
	Mrs Sarah Coetzee	**[i/c Key Stage 5: Years 13 - 14]**
Junior School:	**Miss Andrea Brown**	**[Head of Junior School]**

HEADS OF YEAR (2022-2023)

Head of Year 8	Mr Mark McKee
Head of Year 9	TBC
Head of Year 10	Dr Jenny Breen
Head of Year 11	Mr M Snodden
Head of Year 12	Mr Fransuer Mukula
Head of Year 13	Mr Colin Farr
Head of Year 14	Mr Damian Styles

CAREERS

Head of Careers	Mrs Sarah Coetzee
Assistant Head of Careers	Mrs Jan Hempstead/ Ms Kirsten Marshall

LEARNING SUPPORT

Head of Learning Support (SENCo)	Mrs Karen Sheppard
Learning Support Teacher	Mrs Sharon Johnston
Learning Support Assistant	Miss Sonia Johnson

SCHOOL COUNSELLOR

Family Works Counselling Services

(From Independent Counselling Services for Schools)

4. CONTACTING/VISITING STUDENTS

It is vital that you keep in regular contact with your son.

VISITING

Parents and Guardians are welcome to visit at any stage, but we would ask that you contact a member of boarding staff in advance. The Boarding Department has a fob-entry system, and every student has their own fob that only allows access into designated areas.

Boarding Staff will need to provide access to the Boarding Department.

CONTACTING

By telephone

- Parents/Guardians are welcome to ring the boarding department, but please do not ring during prep or after bedtime unless in an emergency (contact numbers are given in section 2).

By mobile phone

- Most students have their own mobile phone and this is a convenient way to contact them; however, we ask that parents only contact their sons during 'free' time and not during class or prep times.

By electronic means

- Internet access is available at the College

By post

- The full postal address of the College is:

Campbell College
Belmont Road
Belfast
Northern Ireland
BT4 2ND
U.K.

5. ACCESS/SECURITY ARRANGEMENTS TO THE COLLEGE

MAIN COLLEGE GATE ACCESS

The College gates are manned by the security staff and entry will be granted between the following times:

Monday - Friday	6.45am to 10.30pm
Saturday	7.15am to 6.30pm
Sunday	7.15am to 9.00pm

At all other times the electronic gates can only be opened remotely by boarding staff. When the gates are closed, the following system should be adopted, and this is particularly applicable on a Sunday evening if returning your child (and as such we would ask that, as far as possible, you honour the rule of a 9.00pm return curfew):

- Call the Housemother in Armour's, who will be able to open the gates remotely
- If for any reason you do not get a reply then please contact Duty Staff in Bowen's/Chase's,
- **Contact numbers are given in section (2)**

BOARDING DEPARTMENT ACCESS

The Boarding Department has a 'fob entry system' and student has a personalised fob that provides access to their designated areas within Boarding. Please ring a member of boarding staff on the duty mobile and they will meet you to grant access.

WHEN A PARENT/GUARDIAN IS VISITING THEIR SON / WARD,
THEY MUST REPORT FIRST TO DUTY STAFF.

6. SAFEGUARDING AND CHILD PROTECTION

A full copy of the College's Safeguarding Policy is available to all parents on the College website, or on request as hard copy. Only a **summary** is given below.

Child Protection procedures must be followed when it is **suspected / thought / known** that a child has suffered, or is at risk of suffering significant harm.

DESIGNATED PERSONS FOR CHILD PROTECTION – CAMPBELL COLLEGE

Designated Teacher:	Mr W Keown	(Vice-Principal)
Deputy Designated Teachers:	Mrs W Pearson	(HM Chase's)
	Mr C McIvor	
	Mrs R McNaught	
Governor for Child Protection:	Mr R Hassard	

How a student can express a child protection concern

I have a concern about my / someone else's safety

↓

I can talk to any member of staff
This can be ANY member of staff or a member of the boarding staff

↓

I can talk to a Designated Teacher at **any** stage

How a parent can express a child protection concern

I have a concern about my child / another child's safety

↓

I can talk to my child's Tutor, the Head of Boarding, Head of Key Stage (or the Head of Year)

↓

I can talk to a Designated Teacher at any stage

↓

If I am still concerned I can talk to the Headmaster

↓

If I am still concerned I can talk / write to the Board of Governors

↓

At any time I can talk to Social Services or the Police*

Confidentiality

Because the College has a duty of care to all students and staff, we will always be discreet but we cannot guarantee confidentiality when we are in possession of information that could affect the safeguarding of an individual.

7. COMMUNICATION WITH PARENTS/GUARDIANS & STORAGE OF PERSONAL INFORMATION

PLEASE KEEP IN REGULAR CONTACT WITH YOUR SON AND ENCOURAGE HIM TO TELL YOU IF HE HAS ANY CONCERNS OR WORRIES – THEN TELL US !

KEEPING IN CONTACT

The College believes in developing and maintaining a close relationship with parents and guardians as ultimately we all have the welfare of the students at heart.

Parents are encouraged to contact the College at any stage (the boarding mobiles are carried by staff at all times)

PLEASE INFORM THE COLLEGE OF ANY CHANGES IN ADDRESS OR CONTACT NUMBERS OR ANY CHANGE TO CIRCUMSTANCES AFFECTING YOUR CHILD.

Contacting the College

- Parents should keep the College informed of any significant issues which may affect their child. This can be done via Boarding Duty Staff on the numbers provided.

Concerns/Complaints

- **General concerns about day-to-day administration, academic progress, pastoral care or extracurricular activities should be addressed to the Personal Tutor in the first instance**. (However, parents may wish to talk directly with the Housemaster when there is a concern about the operation of the pastoral system or the way a tutor has handled a concern.)
- **Concerns/complaints about boarding should initially be referred the Housemaster or to Mr Bert Robinson.**

- For concerns* regarding Safeguarding (Child Protection) the Designated Teacher or Deputy Designated Teacher can be contacted directly.

- Concerns / Complaints will be handled in line with the College Complaint Policy; a copy of which is available on request.

**** When a concern is raised about a student, whether by a parent or another individual, confidentiality cannot be guaranteed as we have a duty of care to pass on any information we receive when it involves any aspect of safeguarding.***

CONTACT WITH PARENTS/GUARDIANS

Personal Tutors are authorised to make contact with parents by telephone or letter and by email.

The school will also communicate with parents through the Headmaster's end of term letter, Boarding Staff, the school website and ParentMail.

STORAGE OF PERSONAL INFORMATION

We require some essential personal information about you and your son in order to enrol them at the College and to comply with legal requirements and to ensure the College can function in a safe and efficient manner.

We have published detailed Privacy Notices on our website www.campbellcollege.co.uk. These provide further information on how and why we process your personal information as well as details on how to contact us should you have any concerns.

PARENTMAIL®

The College is committed to continuous improvement and developing meaningful and efficient means of communicating with parents. With this in mind, the College has in place a service called ParentMail®; this enables schools to send letters and messages directly to parents by email and text message. Once you have signed up to the ParentMail® service you will receive reminders about, for example, Parent Consultation Evenings, School plays, Music Society Concerts, Family Services, you will receive all mailings electronically, and, we will keep you up-to-date with any amendments to sporting fixtures.

It is Campbell policy that parents/guardians of all new students sign up to ParentMail. Please note that mailings will not be sent in any other format unless prearranged and failure to register will result on you missing out on important information from the College.

How to Register

You will receive a text and email from ParentMail on the first day of term, please follow the instructions to verify and activate your account. Should you have any problems please contact the Headmaster's secretary. It is recommended to download the ParentMail App via the iTunes/Google Play store.

Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

8. TERM DATES AND TRAVEL ARRANGEMENTS

TERM DATES/COLLEGE CALENDAR

Term dates are published well in advance and are available at any stage on the College website

www.campbellcollege.co.uk

The termly College Calendar, which gives dates and details of events such as sporting fixtures, assessment and reporting, exam dates, can also be found on our website.

TRAVEL ARRANGEMENTS FOR BOARDERS

PLEASE INFORM THE BOARDING DEPARTMENT WELL IN ADVANCE OF ALL TRAVEL ARRANGEMENTS SO THAT TOGETHER WE CAN ENSURE THE NECESSARY ARRANGEMENTS AND DOCUMENTATION IS IN PLACE

Term dates are available well in advance and are published on the College website so that travel arrangements can be planned accordingly. We ask that parents honour the term dates as the Education Authority requires us to report these days as an 'unauthorised absence'.

Absence figures are referred to on any reference given by the College.

The College recognises the difficulty of arranging flights at certain times for students who have a significant international journey to travel home or back to school. The Head of Boarding is willing to be flexible within reason.

Our request is that for international travel:

- At the end of a full term (when the last day is a half day)
    - travel plans can be made for the afternoon of the penultimate day
- At the end of a half term (when the last day is a full teaching day)
    - plans can be made for the afternoon of the last day

Boarding closes at 12:00 noon following the end of half/full term so this also gives an opportunity for travel arrangements to be made.

For return travel after a half/full term, students are expected to have returned to school on the morning of the first day, at the very latest.

When travel is planned one day after the end of the school term *(Christmas, Easter and Summer),* students will be under the supervision of their Guardians.

STUDENTS WHO TRAVEL TO AND FROM INTERNATIONAL DESTINATIONS THAT DO NOT REQUIRE A VISA

For these students, immigration control requires that they are to be collected at the airport by a parent/guardian. It is also advisable that the student travels with a letter from the College detailing their travel plans and travel dates.

Parents should email the College their son's travel plans, dates and the name of who will be collecting them from the airport (parent/guardian) and the College will generate the necessary letter. Ideally the email should be sent at least 2 weeks before the scheduled travel.

PLEASE also be aware of additional requirement for international non-Visa Travel:

All students between the ages of 12 and 16 MUST travel with a ***hand-written note*** from parents to confirm their travel, and detailed in this should be the ***person collecting them*** at the Airport.

It is also required that the note is accompanied with a copy of ***parents' Passport***(s).

AIRLINE POLICIES

Some airlines operate a policy that students aged between 12 and 15 are required to fly as 'unaccompanied minors', whereby an adult must sign them on to the airline at departure AND must wait in the airport until the flight is airborne.

- We would ask that those making the flight arrangements for their children ensure that all necessary arrangements are in place.
- If there are concerns regarding these arrangements, we will be happy to discuss before any reservations are made.

An example of this policy is from Aer Lingus, given on the link below:

https://www.aerlingus.com/travel-information/travelling-with-children/unaccompanied-minors/

TRANSPORT

The College can organise transport for boarders to and from the local airports or train stations by arrangement.

Please inform the College well in advance if your son needs to be collected.

9. CONTACT CARDS FOR BOARDERS

On arrival, every boarder is provided with a contact card, which they should bring with them at any time they are off-site. It gives contact numbers of the College, and also the Medical Officers.

They are encouraged to keep these numbers in their mobile phones and to ensure that the College has their mobile number stored.

Duty staff mobiles / Housemother mobiles are carried by a staff member at all times.

Campbell College
School House Contacts

Armour's:	028 9076 4108 [Sitting Room] 028 9076 4124 [Office]
Bowen's:	028 9076 4122
Chase's:	028 9076 4125
Housemother Mobile :	07496441178
Senior Duty Staff Mobile :	07583 218844

Campbell College, Belmont Road, Belfast BT4 2ND

On the reverse, Boarders also have the contact details of the College Medical Officers, should they wish to contact them in confidence.

Campbell College Doctors

Dr Gillian Miller
& Dr David Best

Holywood Arches Health Centre
Westminster Avenue
Belfast BT4 1QQ

Surgery Times,
for appointment or advice :

Mon-Fri 8.30am—6pm

Tel +44(0) 28 9056 3397

'Sebdoc Out of Hours Centre'
Telephone +44(0)28 9079 6220

SECTION B

CAMPBELL COLLEGE

BOARDING DEPARTMENT

POLICIES AND PROCEDURES

1. THE AIMS AND ETHOS OF SCHOOL HOUSE

THE ETHOS OF SCHOOL HOUSE

THE BOARDING DEPARTMENT OF CAMPBELL COLLEGE ….. *is a community that values all of its members, that respects clear guidelines and that provides all the necessary support to encourage the development of responsible, caring and confident young adults.*

THE HOUSE AIMS

- To provide a compassionate environment in which all students can feel secure and able to develop and express their own interests and abilities.

- To encourage the development of an awareness of other peoples' needs and concerns.

- To allow individuals to experience leadership and to offer them opportunities to develop these skills through a variety of areas of involvement.

- To offer, through the tutorial team, advice and support as appropriate on pastoral and academic matters and to encourage good working habits.

- To build a partnership between home and school that will increase parental awareness and support the development of the students.

- To encourage participation and active involvement in the whole range of activities available within the school, as appropriate to each individual's age and abilities.

- To provide the members of the Boarding Community the basic values that underpin the quality of boarding life:
    - Privacy;
    - Dignity;
    - Independence;
    - Choice;
    - Rights and responsibilities;
    - Fulfilment;
    - Involvement.

2. EQUALITY AND INCLUSION IN BOARDING

We believe that every person has the same rights and is entitled to the same opportunities, regardless of gender, race, religion, belief, cultural background, linguistic background or ability.

We expect everyone throughout Campbell College to:

1. Respect and promote equal opportunities for all people
2. Encourage harmony and understanding
3. Enable differences to become positive and enriching attributes
4. Develop each person's skills to the highest possible level
5. Enable students to communicate confidently
6. Help students to learn acceptance and tolerance
7. Promote an environment where all can share equally in the opportunities offered
8. Recognise and oppose all forms of prejudice, injustice or discrimination

Students come to Campbell College from various backgrounds and traditions. Whilst the College has a Christian tradition, students from all religious communities are warmly welcomed. Every effort is made to provide a sympathetic environment in which each person may practise their faith but at the same time respect the beliefs of others.

3. CARE AND WELFARE WITHIN THE BOARDING DEPARTMENT

PASTORAL CARE IS:

the nurturing of social development in children enabling them to develop character, personality, sense of value, judgement, self-discipline and the ability to mix and form relationships.

At Campbell College we aim to help in the total integration of academic, spiritual, social, emotional, physical and cultural well-being and development of a student; bearing in mind the possible contrasting interface between home and school.

Concern for the student as an individual, and an attempt (through a consideration of all factors that affect and influence the student) to develop to a maximum the all-round potential that is inherent in every student.

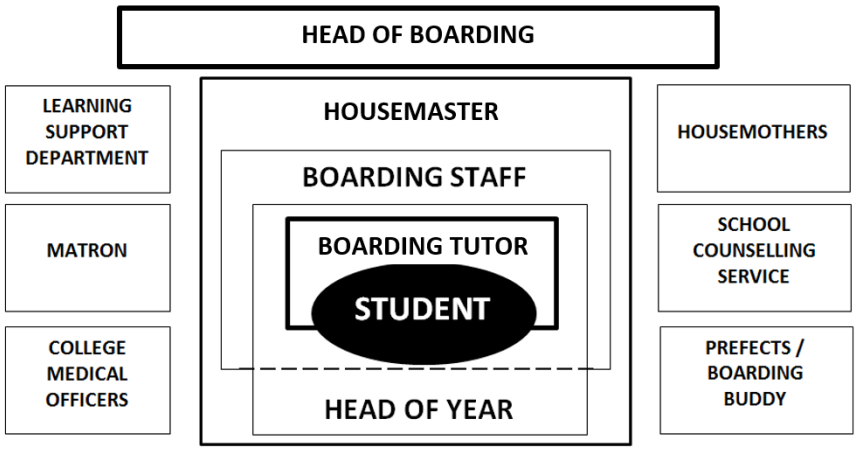
Last but not least:

It is simply looking after other people's children as if they were our own. Those who are best at it don't regard taking great trouble over their charges as trouble at all.

In all that we do

The Welfare of the Student is of Paramount Consideration.

3. THE PASTORAL STRUCTURE



Head of Boarding (HoB)

The Head of Boarding oversees the academic and pastoral welfare of all members of the Boarding Community, and leads a team of Boarding Staff who have a wealth of experience.

Housemaster (HM)

Each HM is in charge of the boys in their House, and is the first point of contact.

Personal Tutor

Each student is allocated a Personal Tutor.
Tutors meet with the students on an individual basis to discuss concerns, discuss their progress and agree a timetable of study.

Boarding Duty Staff

Boarding Duty Staff act as boarding 'parents' and oversee the pastoral care and social welfare of the students.
Boarding Duty Staff create an environment where supervision, care and guidance is exercised in a happy, disciplined, family atmosphere.

Matron

Matron and her team are responsible for the general medical cover for students and staff. She is also involved in health promotion across the Boarding Department. Matron is responsible for the medical welfare of all members of the boarding community and works alongside the College Doctors to coordinate medical appointments for boarders.

Housemothers

Within Armour's (Years 8 – 10) a Housemother is on duty 24 hours a day, 7 days a week.
The Housemothers play a vital role in the pastoral life of the Boarding Department and keep a close eye on the emotional as well as physical wellbeing of the students, liaising regularly with Matron, the Boarding Duty Staff, Housemasters and the Head of Boarding.
The Housemother in Bowen's and Chase's is in residence each weekday night from 5pm until 8.30am

EAL Tutors

The EAL Tutors support students for whom English is an additional language. In tandem with the educational side of providing language support, the EAL Tutors provide emotional, social and cultural support to the students. They make every effort to ensure full and happy social integration of the students in class, in College and in the wider community.

Head of Year (HoY)

Each year group across the College (day students and boarders) has a Head of Year who will oversee the work of the Tutors, ensuring the co-ordination of policy and practice within the year group. In consultation with a Vice-Principal, the HoY has charge of the arrangements and particular issues which affect that Year; this includes pastoral care, disciplinary matters and academic progress.

Senior Teachers (i/c Key Stages)

Each of three Senior Teachers keep an overview of each of the key stages:

Key Stage 3	(Years 8 – 10)
Key Stage 4	(Years 11 – 12)
Key Stage 5	(Years 13 – 14, the 'Sixth Form')

Vice Principals

The Vice Principals have overall responsibility for student welfare; they oversee the pastoral and academic aspects of school life.

Headmaster

The Headmaster has overall responsibility for all members of the Campbell College community. The Headmaster lives on-site.

School Counsellor

The school has access to an outside counsellor through the Department of Education's Independent Counselling Service for Schools, who is available to students who wish to consult with someone other than their tutor or another member of staff. A qualified counsellor offers a service to help and support students who have needs that may not be addressed through the regular pastoral structure.

Other members of staff with pastoral and welfare responsibilities include:

Heads of Departments (HoD)

Heads of Department are responsible for his or her subject's curriculum, staffing and resources. They monitor the quality of teaching and learning, and support students and classroom teachers to enable students to perform to the best of their ability.

Head of Careers

The Careers Team supports students in all facets of Careers Education, Information, Advice and Guidance (CEIAG). Our provision is extensive and varied, with the aim of supporting individuals to achieve their potential through one-to-one guidance, Careers classes, trips and visits, activities and speakers, work-related learning opportunities and assistance with Post-16 and Post-18 choices. The Careers Team work closely with Personal Tutors and Year Heads to provide assistance with subject choices at GCSE and A level.

Head of Learning Support

The Head of Learning Support (Special Educational Needs Coordinator – SENCo) is charged with monitoring all students who require learning support and coordinating the necessary provision for students with special educational needs.

5. BOARDING INDUCTION AND SUPPORT

WELCOMING THE NEW BOARDER



We are extremely aware that it is a big step for a new boarder, whether from a local area or far overseas.

We have hosted boarders for many years and are very experienced in dealing with any anxieties or worries that may occur. All staff are aware of the challenges that face our students and have attended training on supporting students within a boarding environment.

A new boarder can be assigned a 'buddy' who will be an older student who can relate to their experience. Where possible, for European and overseas students will be assigned a mentor from their home country.

A new student's first days at the College are spent getting acclimatised, organised and generally finding out about the routines of the school. A full induction programme is in place for new students to the College and specifically new boarders.

International students experience a cross-cultural induction programme in which they are made aware of the different ways in which a culture shock can affect them when they are far from home. We advise them on ways they can approach and deal with anything from strange food to home-sickness.

We make sure that the students always have somebody to trust and talk to, and we provide every opportunity for the students to contact home, whether by telephone or email.

Boarders have easy access to a telephone and can make calls in private.

Parents/Guardians are encouraged to keep in close contact with the College; indeed good two-way contact is a vital process in ensuring new boarders settle in quickly.

6. WHO A BOARDER CAN TALK TO IF THEY HAVE A CONCERN

Should any boarder have worries, concerns or a problem, the initial points of contact in Boarding are:

- **Any member of Boarding Staff who they are comfortable talking to.**
- Housemaster
- Head of Boarding
- Matron
- Vice-Principal (Pastoral)

Concerns regarding Safeguarding (Child Protection):

- The Designated Teacher for Child Protection is Mr Will Keown (Vice-Principal)

- The Deputy Designated Teachers are Mrs Wendy Pearson (HM Chase's), Mr Chris McIvor (Senior Teacher) and Mrs Ruth McNaught (Head of Modern Languages)

College Medical Officers (who also act as links outside the school staff)

- Dr Gillian Millar ***or*** Dr David Best

  Telephone Number: 028 9056 3397 (Business)

School Counsellor

- Weekly sessions are available. Students can ask any member of staff to make an appointment for them, or they can self-refer.

Any member of Campbell College staff:

Even if not directly connected with School House, any member of Campbell College staff will be willing to listen to any concerns and pass information on to relevant staff should the need arise.

Outside school contacts*

Childline	**www.childline.org.uk** **Telephone: 0800 11 11**
Lifeline	**www.lifelinehelpline.info** **Telephone: 0808 808 8000**

**Contact numbers are displayed beside the College telephones, and calls may be made in private. These calls are free and confidential.*

7. CODE OF CONDUCT WITHIN THE BOARDING DEPARTMENT

Boarding is a positive and dynamic part of a school of which we are proud and it is our wish to promote and protect it, for all present members and for the future.

As a **'home from home'**, every step should be taken to ensure good manners, mutual respect and due care and attention for the fabric of the House, its activities and ethos.

The College's Positive Behaviour Policy details the behaviour we expect of all our students.

A spirit of positive co-operation amongst and across all age groups should be fostered and nurtured.

REAL RESPECT

is earned by service, camaraderie, performance and loyalty.

The **personal property** of individuals should be respected at all times.

Consent must be gained to borrow an item from a colleague.

BE SUPPORTIVE

If you notice someone down/depressed/stressed (or whatever), talk about it, - see if you can help – or whether one of the **House Tutor's** might be able to help.

THE HOUSE

should be kept neat and tidy,

and it is the responsibility of all to pick up litter,

REPORT DAMAGES,

clear away debris and look after House Property, both in our own rooms and in other areas of the House.

HONESTY and CO-OPERATION

in our dealings with one another should be adhered to so as to promote the well-being of all and ensure the smooth day-to day running of the House.

We recognise the importance of **PUNCTUAL ATTENDANCE** at House Calls.

ACADEMIC STUDY

is of paramount importance, and it is the duty of all students to make sure they use their study time constructively and effectively.

The essence of all

DISCIPLINE is

SELF-DISCIPLINE

8. THE STRUCTURE OF THE BOARDING DAY

MONDAY – FRIDAY

7:20am – 7:45am	Wake Up	
8:00am – 8:20am	Breakfast with Boarding Staff in the College Dining Hall	
8:40am – 9:00am	School House join the dayboys for Registration	
9:00am – 3:30pm	**FORMAL SCHOOL DAY**	
3:30pm – 5:00pm	House Competitions, College Clubs and Societies	
5:00pm – 5:30pm	**PREP[1]**	**Armour's**
5:00pm – 5:45pm	**PREP[1]**	**Bowen's and Chase's**
5:45pm – 6:30pm	Dinner in the College Dining Hall	
6:30pm – 7:30pm	**PREP[2]**	**Armour's**
7:00pm – 8:15pm	**PREP[2]**	**Bowen's and Chase's**
7:30pm – 8:30pm	Organised Activity for Armour's	
8:30pm – 9:30pm	Organised Activity for Bowen's and Chase's	
8:00pm – 10:00pm	Fitness Suite available	
8:45pm	Supper	
9:30pm 10.00pm	Years 8 to 10 to rooms **Lights Out**	
10:30pm 11:00pm	Years 11 to 14 to rooms **Lights Out**	

9. WEEKEND ARRANGEMENTS

Students either take part in school matches, the boarders' activity or have free time. All students are encouraged to take part in some activity during the weekend.

Other activities are organised for boarders at various times over the weekends.

SATURDAY

8:00am	Breakfast with Boarding Staff in the College Dining Hall
9:00am – 12:00pm	College Activities and Games commitments
12:30pm	Lunch
1:15pm – 5:00pm	Trip to Belfast (Shopping)
5:30pm	Dinner
6:30pm – 9:00pm	Activities – both in and out of school as arranged

Lights Out is 1 hour later than the week day timings

SUNDAY

8:00am	Breakfast with Boarding Staff in the College Dining Hall
12:30pm	Lunch
1.30pm – 3.00pm	Fitness Suite available
2:00pm – 4:00pm	Activities – both in and out of school as arranged
5:30pm	Dinner
7:00pm – 8:30pm	Sports Hall available

STAYING WITH FRIENDS/GUARDIANS AT THE WEEKENDS

We encourage boarders to establish friendships both within and outside of the boarding community. There are occasions when parents/guardians offer to host students so that they can spend the weekend with their friends.

In these circumstances all parents / guardians must give their permission for house-stays. The College should be informed and the students should carry the boarding contact number in case they need to contact a member of staff at any time.

Even when boarders spend time out of school, they should be aware that they can contact a member of staff, or an adult they trust, at any time.

10. AFTER SCHOOL HOUSE COMPETITIONS, CLUBS AND SOCIETIES

The provision of a quality extra-curricular programme creates opportunities for students to develop their talents, skills and dispositions as well as promoting independence, self-confidence and self-esteem. Hence, we encourage students to engage with the extra-curricular dimension of the College and ask that parents/guardians encourage their son too.

An up-to-date list is published at the start of each term on the website.

Games Provision:	Rugby	Cricket	Soccer
	Hockey	Athletics	Volleyball
	Cross-Country	Tennis	Badminton
	Archery	Squash	

Clubs/Societies:	Badminton	Orchestra (Senior)	Fencing
(After School)	Archery	Orchestra (Junior)	Golf
	Scripture Union	Jazz Orchestra	Cricket Club
	Debating Society	Pipe Band	Squash
	Languages Club	Judo	Karting
	Volleyball	Dramatic Society	Eco Schools
	Shooting Club	Strength & Conditioning	Swimming Club
	Art Club	Community Action Group	College Choir
	CCF: Pioneers	Technology Club	Athletics Club
	CCF: Army Section	Duke of Edinburgh: Bronze	School Magazine
	CCF: Navy Section	Duke of Edinburgh: Silver	Book Group
	CCF: RAF Section	Duke of Edinburgh: Gold	Young Enterprise

Music Tuition: Private music tuition is organised on-site for a range of instruments.
[see separate section for further information]

House Competitions:	Rugby	Hockey	Tennis
	Art & Design	Technology	Squash
	Drama	Cricket	Badminton
	Volleyball	Athletics	Archery
	Cookery	and more…..	

11. FIREFLY

Communication between the College and parents/guardians happens on a number of levels. Our website has general information about school facilities and activities, *ParentMail* provides letters both of a general nature and with specific Year group or subject information, and the various social media provide regular news updates. When it comes to the academic progress of individual students, the principal feedback to parents comprises two Progress Cards and one set of Annual Reports, alongside one Parent-teacher consultation evening. Each of these enables feedback to be given across the full range of subjects, based on formal assessments or exams.

Firefly supplements this academic communication and enables parents and guardians at Campbell to enjoy a unique, ongoing window into students' day-to-day work. Through its Parent Portal, parents and guardians have a complete record of the homework tasks that have been set. Some teachers also use the *Firefly* markbook to record their marks and feedback on homework and, again, Parent Portal provides access to this. It is important to clarify that this ongoing communication on *Firefly* is not an invitation for response. The message that is consistently given to parents of day pupils is that if they have questions about homework or feedback on *Firefly*, that should be a prompt to talk to their sons. It is simply not manageable for class teachers to be able to respond to queries about individual tasks or marks. By the same token, we hope that *Firefly* gives boarding parents, who live all round the world, the chance to see what is going on at Campbell on a daily basis. However, we respectfully make the same request of you – not to respond to the College about individual tasks or feedback on *Firefly* but to use these as an ideal opportunity to discuss progress with your son. The official Progress Cards and Reports are the right time to come back to the College should you have any questions.

You will be sent information at the start of term on how to set up your parent account, should you wish to do so.

12. ORGANISED BOARDING ACTIVITIES

Several activities are organised for Boarders in the evenings and at weekends. However, it is expected that these activities will be student driven! Examples include:

ACTIVITIES WITHIN THE COLLEGE

TABLE TENNIS - SNOOKER - COMPUTER SUITE

GAMES ROOM - POOL ROOM - TELEVISION ROOM

ACTIVITIES WITHIN THE SPORTS COMPLEX

TENNIS - BASKETBALL - JUDO

INDOOR FOOTBALL - BADMINTON - VOLLEYBALL

FITNESS AND CONDITIONING ROOM

ACTIVITIES ON THE GROUNDS

OUTDOOR CRICKET NETS - RUGBY PITCHES - ALL-WEATHER HOCKEY PITCHES

ATHLETICS TRACK - OUTDOOR FOOTBALL – TENNIS - GOLF RANGE

OUTSIDE COLLEGE

CINEMA - ICE SKATING - TEN PIN BOWLING - ADVENTURE GOLF

LAZER QUEST - SHOPPING TRIPS

BELFAST GIANTS ICE HOCKEY - ULSTER RUGBY

BOULDERWORLD - GOLF RANGE - MOUNTAIN BIKING

ORGANISED EVENTS AND TRIPS

BELFAST FESTIVAL EVENTS - CHRISTMAS MARKETS

MOURNE MOUNTAINS - STRANGFORD LOUGH - ARMAGH PLANETARIUM

NORTH COAST GIANTS CAUSEWAY - PORTAFERRY AQUARIUM - W5

ULSTER FOLK AND TRANSPORT MUSEUM

13. THE EXEAT SYSTEM

The key is flexibility:

- Commitments of students and their parents are of prime importance.
- Boarding is offered on a flexible basis with Exeat permitted from any time after school on Friday 3.30pm until Monday morning 8.30am.
- Return to school on Sunday before 9.00pm or by 8.30am on Monday morning, and report to the Duty Master.

The Exeat system is in place for the protection of the students and not simply to restrict their freedom of movement.

i) Times of departure and return to school will be confirmed each week by Boarding Staff either on the Thursday evening before lights out or on the Friday morning at our House Meeting.

ANY VARIATIONS TO THE REGULAR FAMILY ARRANGEMENTS MUST BE CONFIRMED IN WRITING OR BY WAY OF A TELEPHONE CALL and will be placed on record in the Boarding Desk Diary.

On departure from school, the **sign-out** book located in the 'glasshouse' area, should be completed. On their return to school on a Sunday evening, boarders should **sign-in** in the same book and notify Boarding Staff.

ii) No boarder may leave the school grounds during the school academic day without specific permission from one of the boarding staff.

iii) 3.30pm to 5.00pm, Monday to Friday – Years 11 to 14 students may **sign-out** and go to the local shops.

iv) 3.30pm to 5.00pm, Monday to Friday - Years 13 and 14 students may have an exeat into town. Any boy requiring an exeat to town **MUST** ask permission from staff before **signing out.**

Years 11 and 12 students may gain a town exeat only in special circumstances.

vi) Exeats over a weekend are at the discretion of the Boarding Staff.

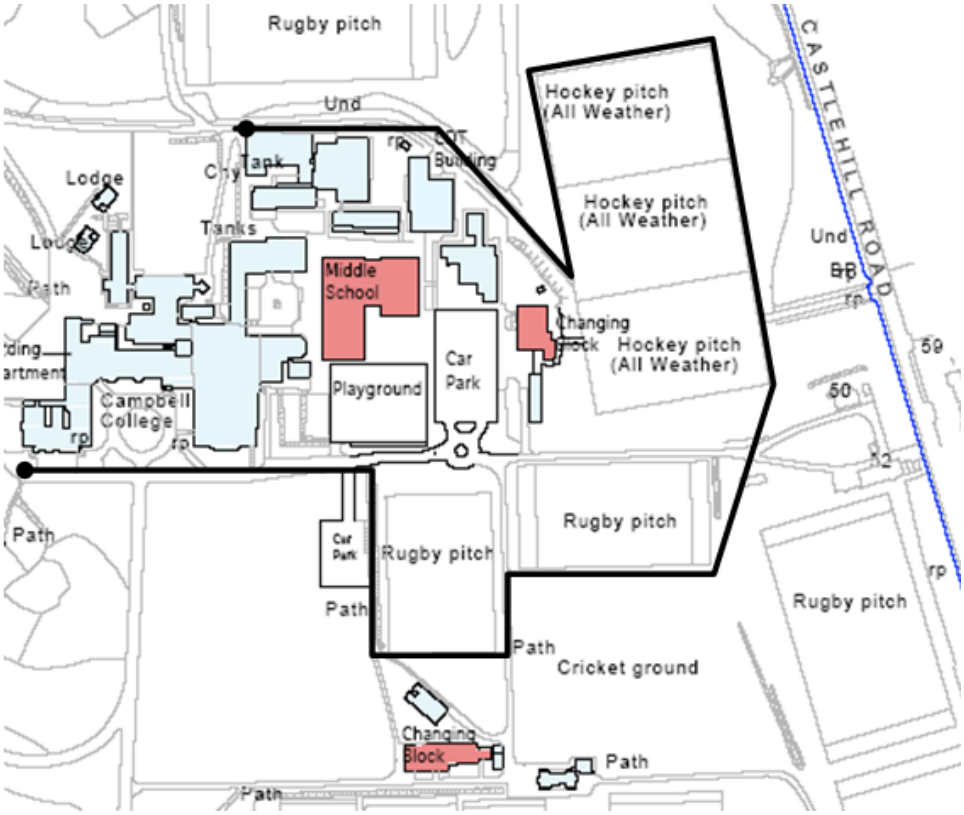
14. SCHOOL BOUNDS (Boarding Hours)

An **IN-GROUNDS EXEAT** can be granted mainly during the summer term when the evenings are longer and brighter.

Students must stay within the designated areas as discussed with Boarding Staff.

Post 7.00pm *(when not in prep)* - Only the Cricket Nets and with senior boarders/Boarding Area.

UNDER NO CIRCUMSTANCES may a student go to the Netherleigh Lake area or around the Cricket Pavilion.



At all times students should remain within the marked area (although bounds will change according to the time of year).

15. COLLEGE UNIFORM AND LIST FOR BOARDERS

A basic list of the items which each boarder should initially bring to school when joining the **Boarding Department** is listed separately and available on the website.

Opening hours for the school shop are on the College Website -
www.campbellcollege.co.uk

16. POCKET MONEY/BANK ACCOUNT

It is not recommended nor encouraged that a student holds significant quantities of money at any time.

In each House there is a House Safe and the facility for staff to hold Pocket Money for any student – and the student can be given money from his funds at any time ***as recommended/advised by the parents.***

It is however strongly advised that each student opens a ***Bank Account*** where better accountability can be managed from home.

The College is able to help in the opening of a Bank Account by providing the student with a Letter confirming that the student is a boarder in the College, as necessary. The opening of a Bank Account has not proven to be a challenge – but it generally happens by prior appointment.

17. FOOD AND DINING WITHIN THE BOARDING DEPARTMENT

HEALTHY EATING AND DINING FACILITIES

In the evenings and weekends, all meals are provided in the College Dining Hall. The College caterers provide a choice of hot and cold meals.

Students must attend the evening meal for their own benefit and because this is a time of registration.

DIETARY REQUIREMENTS

The College is able to cater for a variety of dietary requirements. Parents/Guardians should discuss particular requirements with the Head of Boarding who will liaise with the Catering Manager.

SELF-CATERING

All boarding areas have a kitchen where snacks and meals can be prepared. The kitchens have cookers, fridges, microwaves and grills.

The boarding area kitchens receive provisions from the College kitchen such as bread, spreads, fruit, milk, tea and coffee and cereals so that boarders can prepare a light snack at any time. Boarders can also buy in food of their own to prepare in the house kitchens.

TAKE-AWAY OR ORDER-IN FOOD

A food order has to be authorised by their Housemaster or the Boarding Duty Staff. During the school week, Boarders may only order take-away food on one evening.

THE FOOD COMMITTEE

The Food Committee meets at least once per half-term to suggest improvements to the dining experience. The committee is composed of representatives across the boarding department, the boarding staff and the college caterers.

ALLERGIES

Campbell College is a ‘nut-free’ zone and this extends to the Boarding Department. Any food stuffs which may pose a risk because of allergies will be removed and disposed of.

18. ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

EAL tutor: Mrs Tanya Mayne

For students whose first language is not English, additional support is provided, as appropriate by the EAL Department. This department provides class tuition in the four core areas of reading, writing, speaking and listening in order to allow non-native speakers of English to fully access the curriculum, to prepare them for EAL examinations and to exploit their academic abilities.

EFL tuition is provided where necessary on a private basis. It is organised by the College and appropriate charges are included in the termly school bill.

Years 8 – 9	The College offers International English tuition for two periods (approximately two hours) per week outside school hours in groups of 2-4 students
Year 10	Students have the option of choosing International English tuition instead of a second modern language. The students study in small groups of two periods (approximately 2 hours) per week.
Year 11	When students make their GCSE subject choices they have the option of choosing International GCSE in English as a Second Language. This course automatically incorporates International English tuition (2 ½ hours of iGCSE curriculum, plus 1 ½ hours of International English). The classes are kept small (usually no more than 10).
Year 12	The students sit the iGCSE exam on the dates set by the Examination Board. In the UK, the iGCSE in English as a Second Language is valid for entry into University.
Years 13 - 14 SIXTH FORM	A preparatory course for the International English Language Testing System (IELTS) Exam is offered. This course is taught on a one-to-one basis or in very small groups. This allows us to tailor-make the course focusing on the specific needs of the individual student. When ready, the students are entered for the exam at Queen's University Belfast. Once the desired band has been achieved, the remainder of the year focuses on English for Academic Purposes (EAP) in preparation for University.

The College is also able to provide support in preparation for the Cambridge University First Certificate Exam (FCE), the Cambridge Advanced Exam (CAE) and the Cambridge Proficiency Exam (CPE). This is organised on an individual basis for the benefit of those who request these examinations.

19. ACADEMIC MATTERS

The boarding environment provides a positive and supportive environment to help students succeed academically, using the facilities, the staff, and each other as resources.

Boarding students have supervised prep on two occasions every evening.

In Years 8 – 10 prep is held in the College Library or Computer Suite. In Year 11 prep is held in the College Study Hall, and in Years 12 – 14, prep is held in individual rooms, but supervised by the staff on duty.
ICT facilities are also available during prep time.

During prep time, boarders are not allowed to use telephones and we would ask that parents/ guardians avoid calling boarders during these times.

Boarders who give cause for concern (whose effort grades fall short of the expected standard) may have their study time directed to a different room where they can be supervised individually. Prep time may also be extended, within reason, when students fall behind in class work or controlled assessments.

It is hoped that direct supervision is only a short term measure and should act as an incentive to improve a student's effort.

20. SECURITY OF PERSONAL BELONGINGS

Campbell College is committed to ensuring that all reasonable measures are undertaken to make the campus a safe environment, where any act of theft is a very rare occurrence.

SAFEGUARDING VALUABLES

Students should not bring large sums of money into the College unless it is required for pre-determined reasons. If there is the requirement, this money should be stored in the Boarding safe.

Students should be mindful of bringing in items of value and personal value into the College. If there is a valid need for doing so, the owner or trustee of this property takes full responsibility for the security of these items. If a student wishes to put valuables temporarily into the safekeeping of the College, they can do so with the Housemaster.

Students must ensure their rooms are locked when they are not in them and that valuable items are not left unattended

All students' clothing must be identifiable through the use of name tags (sewn in preferred) and personal items marked clearly using indelible marking or engraving.

No personal items of value or cash should be left within the College when the student is not in residence.

All vehicles, and all valuables left in cars will be left at the Owner's risk. It is advised, therefore, that any valuables or personal expensive items should be secured out of sight in the boot or dashboard pocket of the car to reduce the opportunity for theft.

The Boarding department is designated out-of-bounds during holiday periods to all, excepting staff carrying out necessary maintenance tasks or if the property is **Let**.

(Although students will be informed of any letting, ***it can be assumed the property will be LET over the Summer Holiday period***).

The College will take all reasonable measures to ensure that property will be safeguarded; however, it cannot be held responsible for any personal loss if the College implements the above procedures.

REPLACING A LOST OR STOLEN PASSPORT

This process can take up to EIGHT weeks from application to receipt (and that is without having finalised a Visa, if required). Application must be made in person, in Dublin.

ALL passports should be stored in the Boarding safe, during term time.

Many senior students prefer to retain their own passport but the school cannot accept any liability for the loss of passports that are not held centrally in the boarding safe.

Furthermore, by extension, we (Campbell College) will not be in a position to assist students (or to travel with students) should they need to replace their missing passport.

Students will be required to sign their passport in and out with a member of Boarding Duty Staff.

21. INTERNET ACCESS AND ELECTRONIC SAFETY IN BOARDING

All of the rules and procedures contained within the College's E-Safety policy apply fully during the formal school day; however, there are a few additions and exceptions which apply within the boarding department after formal school hours.

GENERAL GUIDANCE

All Boarding students are subject to the Campbell College Code of Conduct at all times when using personal or school electronic devices.

Students are forbidden from:

- Downloading music/film which breaches copyright laws
- Accessing gambling sites
- Using unauthorized file-sharing sites
- Using a proxy server with the intention of by-passing the College's 'safe' internet connection
- **No student may make a recording or take an image of another student without their prior consent. NEVER use a camera facility in private areas within boarding (e.g. bedrooms or bathrooms).**

Students accept responsibility for the electronic equipment they bring to school and must ensure it is stored securely (and appropriately insured)
If the Code of Conduct is abused, sanctions may include confiscation of devices, or restrictions on the use of the internet during the evening and the weekend.

SKYPE

Skype facilities are available through the College's WiFi network.

INTERNET ACCESS (WiFi network access)

For the Boarding Department, WiFi internet access is available. The College network is protected by internet safety filters and firewalls. It would be usual that WiFi access if terminated at 11.00pm each night. Some personal electronic devices may allow internet access or the creation of personal 'hotspots'. Students may only connect to their own hotspot, which must be password protected. They must not allow others to connect to their hotspot and will be responsible for the safety of their personal password. Students remain responsible for their electronic safety when accessing the internet via their own mobile device and must abide by the terms and conditions contained within the E-Safety policy.

SOCIAL MEDIA ACCESS

All students are forbidden from accessing social media sites during the school day; however, for Boarders they can be a key form of communication with family and friends. Social networking sites may be accessed through personal electronic devices but that is conditional on their safe and responsible use.

Students must:

- Ensure their privacy settings are set correctly and not to 'open access'
- Only accept friend requests from friends
- Not engage in conversations on-line with people they do not know
- **NEVER post inappropriate pictures or contact details about themselves**
- **NEVER post an inappropriate or defamatory message about another person**
- Know how to report or block inappropriate messages on-line
- Report any inappropriate activity on-line to a member of staff.

22. BOARDING ACCOMMODATION

School House comprises three self-contained Houses. Armour's is situated within the impressive main building, whilst the other two are purpose build Boarding Houses; Bowen's opened in August 2012, and Chase's in June 2019.

Armour's (Years 8-10)

The students board in rooms in a combination of one to three boarders per room. Students have their own storage and personal area which they are encouraged to personalise to create a 'home from home' environment as much as possible. They have access to kitchen facilities and a variety of leisure facilities. There is a dedicated TV room, a computer suite and games rooms, incorporating table tennis, pool tables and games consoles. There is wireless filtered broadband access available.

Students have two supervised study sessions each weekday evening, centrally in school, and each evening the Housemother will provide supper.

Bowen's and Chase's

Senior Boarding aims to prepare the students for their transition from school to university; consequently, the facilities very much reflect (and generally surpass) university style accommodation.

Whilst Year 11 study centrally in the College Study Hall, Years 12 – 14 are permitted to study privately over two evening Prep sessions in their rooms.

Each private room is equipped with full en-suite shower, WC and washbasin and electronic door locks, allowing a 'hotel-standard' living experience.

There are also dedicated kitchens and dining rooms, ICT facilities including in-room access and leisure areas.

ROOM CLEANING

Each week day bedrooms are cleaned by the Housekeeping staff. Cleaning also takes place in the bathrooms, kitchens and leisure rooms. Rooms should be left presentable and tidy so that the housekeeping staff can execute their duties.

LAUNDRY

The College has its own laundry where staff wash and iron items of clothing and bedding which are left in by the students. Boarders also have access to washing machines within the boarding house.

23. EXPECTIONS WITHIN BOARDING ACCOMMODATION

Privacy and Personal Space

- Students are not allowed to enter other students' bedrooms without either the express permission of the student concerned, or the Boarding Staff.
- All Boarding Staff will knock before entering a student's room (the exception is during prep when a member of staff may walk in).
- Music played within rooms must be played at a reasonable level so as not to inconvenience any other person.

Tidiness

- Each student is responsible for keeping their bed area and study tidy. It is the collective responsibility of students to keep shared areas tidy, so that the cleaning staff can maintain high standards of cleanliness and hygiene.
- Floor space, including areas under beds and on window sills, should be clear of clothing etc and these and other possessions including books, should be stowed away as far as possible in desks, cupboard spaces and on shelves.

Health and Safety

- Perishable foods and drink must not be kept in bedrooms for reasons of hygiene.
- No kitchen equipment (for example, kettles, rice-cookers, refrigerators, coolers, toasters) is allowed in rooms for Health and Safety reasons.
- Cooking in boarding rooms is strictly forbidden.

Electrical Equipment

- Boarders are allowed to use a limited number of electrical appliances, such as computers, music systems, shavers, hair dryers or styling accessories (electrical items other than these will only be permitted with the permission of the Housemaster).

Common Areas of the House

- Common areas of the House must be kept tidy.
- Electrical equipment (TV/DVD/Music) must be switched off when leaving the room.
- All dishes must be returned to the kitchens and washed.

Kitchen Areas

- Kitchen areas should be left clean and tidy and all dishes should be washed after use.
- Any food stored must be done so safely and the 'use by' dates noted carefully.

24. RULES ON ENTERING ANOTHER BOARDER'S ROOM

1. Respect each other's private space – entering a room should be by invitation only.

   IN ARMOUR'S STUDENTS MAY NOT ENTER A SHARED ROOM UNLESS PERMISSION HAS BEEN GIVEN BY THE HOUSEMOTHER ON DUTY

2. Senior students may not go into Armour's without direct permission from the Housemother.

3. Except in an emergency**,** senior students may not visit Armours accommodation at 'key times' each day, for example, before breakfast, directly before games, at lights-out.

4. While a guest in the dormitory of another student, **if asked to leave,** you should comply with the request **willingly** and **immediately**.

5. Respect other people's property – ask permission to touch or use someone else's belongings before you do so.

6. After 'lights-out' only leave your room:

   a) in an emergency situation

   b) if you feel unwell

   c) if there is a problem

   d) to use the bathroom.

7. **NEVER** go into another room after lights-out.

8. After lights-out – **ANY PROBLEMS WHATSOEVER** – go straight to the Staff on Duty.

25. FIRE SAFETY DURING BOARDING HOURS

All students will be made aware of the fire and evacuation plan of the College and of the Boarding Department.

Whole-school fire drills are held at least twice a year during the school day and fire drills. One will also be held within the Boarding Department both during the evening and during the night.

ACTION TO BE TAKEN IN THE EVENT OF A FIRE

Raising the Alarm

It is critical that the discovery of a fire be immediately communicated to those persons in the building or area.

- **Anyone discovering a fire will activate the nearest fire alarm.**
- **Any student discovering a fire will, in addition to activating the nearest alarm, inform the nearest member of staff**

Evacuating the area

- **When the fire alarm sounds, boarding staff will instruct students to leave the building by the nearest exit and proceed in a calm and orderly manner, to the designated assembly points**
- If the alarm is activated during the night, leave quickly, but bring an item of warm clothing if easily accessible.

Assembly Points

ARMOUR'S	Staff Car Park (beside the Head of Boarding's House)
BOWEN'S	Boarding Car Park
CHASE'S	Foxes Field

Nominated Fire Marshalls will conduct a roll-call.

Boarding Duty Staff will investigate the nature of the alarm and cross check the roll-call.

The Fire Brigade will be called and the Head of Boarding / Headmaster informed if necessary.

26. SUPERVISION, SECURITY AND SAFETY

RESIDENT STAFF

The Head of Boarding, the Housemaster of Bowen's, the Housemaster of Chase's and the Headmaster all live on site in accommodation with their families.

In addition, three other members of staff live on-site with their families

BOARDING STAFF ON DUTY

There are usually six members of staff on duty every weekday evening: three Boarding Duty Staff, a Housemother, Bowen's/Chase's Housemother and a Gap student. There are at least five staff on duty over the weekend.

CAMPUS SECURITY

- The College gates are manned by security staff until late evening and thereafter gates are secured and controlled electronically from a central panel.
- The site and external doors are mostly covered by CCTV.

BUILDING SECURITY

- The Boarding Departments are secured so that students feel safe at all times.
- Student entrances all have electronic security access.
- Doors to the boarding areas are fitted with intruder alarms which are armed during the night
- There is CCTV coverage in all boarding areas to protect entrances, exits and potentially vulnerable areas. However, CCTV coverage does not invade students' personal space or private areas of boarding.

ROOM SECURITY

- Rooms in Armour's are by key access and can be locked when not in use; although when in use the door must be kept unlocked in the event of an emergency. (Boarding Staff carry master keys for this area).
- Rooms in Bowen's and Chase's have an electronic security system where designated rooms can only be accessed with a personalised wristband fob or key fob.

27. END OF TERM ROUTINES

End of each HALF TERM

- Rooms should be left clean and tidy.
- All perishable items should be removed and binned.
- The floor must be completely clear – including under the bed.
- All bedding and unclean clothing should be taken to the laundry.
- All electrical items should be turned off, and unplugged.

End of CHRISTMAS and EASTER TERMS

- Rooms should be left clean and tidy.
- Perishable items should be removed and binned.
- The floor must be completely clear – including under the bed.
- All bedding and unclean clothing should be taken to the laundry.
- All electrical items should be turned off, and unplugged.
- Some boarding rooms will need to be cleared [you will be informed in writing well in advance].
    - When this is necessary, items may be boxed and stored in a designated storage room.

End of SUMMER term

- **All rooms must be completely cleared.**
- Students returning to the College in the autumn term from overseas may, at their own risk, store possessions in a designated storage room.
- All cupboards, storage areas, kitchen areas will be cleared.
- All posters etc must be removed from notice boards.
- Items left in rooms may be destroyed.

NOTE

The College cannot be held responsible for items left in school. Items that are left in rooms or stored in the College over holidays are left at the student's own risk.

SECTION C

GUARDIANSHIP

Guidance for Guardians and Parents

The Guardianship Agreement form is available from the Admissions Department and may be printed off the College Website

All boarding students whose parents live internationally (or in the UK where significant travel is involved) should have appropriate guardianship arrangements in place to allow them to be hosted outside the College environs during those times when the Boarding Department is closed, in the event of illness, for disciplinary reasons, or in an emergency.

THIS IS AN ESSENTIAL CRITERION FOR ADMISSION.

Guardians will be appointed by the parents to act 'in loco parentis' (in the place of a parent) and must be able to respond readily to an urgent call to be at the College on behalf of their charge(s).

SELF-APPOINTED GUARDIANS

A parent may appoint a Guardian who may be a family member, a family friend, a host family, or other UK-based adult known to the parents. A university student resident in student accommodation would not be a suitable Guardian. It is the **parents'** responsibility to ensure the quality and safety of the accommodation and that there son is being cared for in line with the responsibilities of Guardians.

GUARDIANSHIP AGENCIES

If necessary, but not a requirement, overseas parents may also use a guardianship agency to appoint a guardian on their behalf. Guardianship agencies usually offer a range of service levels and typically arrange holiday accommodation with approved and vetted host families. It is the Agency's responsibility to ensure the quality and safety of the accommodation.

PARENT RESPONSIBILITIES

Parents should maintain regular contact with their son and his guardian, especially when he is staying with the guardian.

Parents **must** ensure that

- Guardians know and agree to the responsibilities stated in this document
- The accommodation is suitable, safe and clean
- Mealtimes and bedtimes are agreed and adhered to
- Their son has an appropriate level of privacy and should have his own bed (and preferably bedroom). He should not be sharing a room with children of the opposite sex or where there is a significant age difference
- To keep in regular contact with their son to ensure he is being well cared for
- To ensure their son knows how to contact a responsible adult should he have any concerns

GUARDIAN RESPONSIBILITIES

Given below is some guidance developed by the College for appointed Guardians, to ensure that pastoral partnership between the Guardian and the College works as smoothly and effectively as possible. It is not an exhaustive list, but it covers the main points.

- The contact for all Guardians is the Head of Boarding (or the Assistant Heads of Boarding), and they should contact the College if any concerns exist.
- Parents and appointed Guardians should ensure that the information provided to the College is accurate and kept up-to-date especially in the case of contact numbers; changes should be forwarded immediately to the College office.
- **Guardians should inform the College if they intend to be away from home on holiday or business, and provide alternate contact numbers, approved by parents. We must have a safe point of contact at all times in case of emergency.**
- There are special occasions when Guardians may wish to support their charge; whilst at the College he/she may participate in School concerts, productions and matches. Guardians are always welcome to attend – it means a great deal for students to know that their performance may be watched by their own special visitor from outside.
- If a Guardian wishes to host their charge for a weekend or during holidays, the College should be informed. Students greatly enjoy, and benefit from, the experience of spending the occasional weekend out of school in the company of their guardians/friends.
- In the event of illness, the College has a Matron on duty during the day and Housemothers who are first-aid trained to care for pupils when they are unwell; however if a student is too ill to attend school, Guardians must be prepared to accommodate their charges in these circumstances.
- If you have any concerns regarding a Child Protection issue, please contact the Head of Boarding or a Designated Teacher. Advice may also be sought from PSNI or Social Services.
- ACCOMMODATION / SUPERVISION
    - Accommodation should be well clean, well-appointed, with enough space to provide dignity and privacy.
    - Students must have their own bed and should not share rooms with children of the opposite sex, or where there is a significant age difference. Ideally, there should be no more than 2 students sharing a bedroom.
    - The accommodation should have the same level of safety equipment, such as smoke alarms, that would be evident in any household with children.
    - Meal times and bed times should be agreed and adhered to.
    - At all times the student(s) should be supervised.
    - The student should have access to a telephone at all times

On the very rare occasion that a student is suspended from the College (or from boarding) for serious misbehaviour, the Head of Boarding will liaise with parents and guardians about the circumstances of the suspension.

GUARDIANSHIP AGREEMENT

PARENTS OF BOARDERS MUST NOMINATE A GUARDIAN AS PART OF THE COLLEGE'S ADMISSIONS PROCEDURE.

- **Section A** must be completed by the **Parent**
- **Section B** must be completed by the nominated **Guardian**
- You should **keep the information document** for your reference but return **this** form to Campbell College

SECTION A MUST BE COMPLETED BY THE PARENT

STUDENT NAME: _____

YEAR: _____ DATE OF ADMISSION: _____

I NOMINATE THE FOLLOWING PERSON TO ACT AS GUARDIAN FOR MY SON

GUARDIAN'S NAME: _____

ADDRESS: _____

_____

_____

HOME NUMBER: _____

WORK NUMBER: _____

MOBILE NUMBER: _____

E-MAIL ADDRESS: _____

RELATIONSHIP WITH STUDENT: _____

I declare that I have read and understood the responsibilities of Parents and Guardians

SIGNED: _____ DATE: _____

(*Parent)*

SECTION B MUST BE COMPLETED BY THE NOMINATED GUARDIAN

PLEASE ENSURE THE CONTACT DETAILS IN SECTION A ARE CORRECT

THE PARENTS AND THE COLLEGE SHOULD BE INFORMED IF ANY OF THESE CHANGE

STUDENT NAME: _____

GUARDIAN NAME: _____

GUARDIAN CONTACT NUMBER: _____

I declare that I am willing to take responsibility for the named student in the case of illness, or for holiday or disciplinary reasons.

I declare that I have read, understand and agree to the responsibilities of Guardians.

SIGNED: _____ DATE: _____
(*Guardian)*

SECTION D

MEDICAL PROVISION

AND

PROCEDURES

WITHIN THE BOARDING DEPARTMENT



CAMPBELL
COLLEGE

Est 1894

MEDICAL OFFICER
Dr Gillian Millar,
BMSc, MBChB Dundee, MRCGP

FROM THE COLLEGE MEDICAL OFFICER

Dear Parent/Guardian,

I write to you as the College's Medial Officer. My colleague, Dr David Best, and I are responsible for the medical care of all boys and girls in the Boarding Department. We oversee three clinics each week at the College, and may also be consulted at our local practice at any time throughout the week. Provision of care out of working hours is made by the South and East Belfast Doctors on Call.

On the offer of a boarding place Mr Bert Robinson will request the completion of some medical paperwork including GP Registration and Medical Information.

It is standard policy that all boarders are registered with our practice but please be assured that this Registration will not be processed until your son/daughter's imminent arrival at Campbell. The purpose of the Registration is to allow us to request your son/daughter's medical records from his/her current GP.

It can, however, take some time for these records to come through. As we assume care of your child immediately on his/her arrival at the College, it is imperative that we are informed of all relevant medical details. so I would ask that you also complete and return the paperwork as requested.

Yours faithfully,

Dr Gillian Millar

College Medical Officer

The Harland Medical Practice
Arches Health Centre
Westminster Avenue
Belfast
BT4 1NS

Tel: 028 90563397
Fax: 028 90563384

1. REGISTRATION WITH THE COLLEGE MEDICAL OFFICERS

Should your child require medical attention from a family GP, or similar, during a visit home or a school holiday please do not have them registered with this GP as a new patient but as a Temporary Resident. All GP's have the facility to accommodate this, and it avoids your child's complete set of medical notes being transferred from Dr. Millar and Dr. Best. These notes are essential for the effective care of your child during the school term and when this does happen it can take weeks to have your child re-registered with the College Doctors.

The advantage of this approach is that the Temporary Residency category does not require changing Doctor and any issues arising will be forwarded by the Doctor concerned to Dr. Millar and Dr. Best for your child's on-going care and attention whilst at school.

On joining the boarding department parents/guardians are asked to complete a medical form detailing important medical and health issues and/or any medication or medical care required. Please ensure this is completed fully and accurately as failure to declare important details may compromise a pupil's suitability to continue in a boarding environment.

If any information changes or new information is available, it is vital that the College is notified.

2. HOLIDAY HEALTH

In order to ensure up-to-date information is available for continuity in care and treatment of your child we ask that you inform the College of any health issues that may have occurred during any school holiday. **We stress the importance and benefits of informing us of these details both for the welfare of your child, and for the other members of this community.**

We ask that you will contact the College if you son/daughter:

- was unwell during the holidays or at any point saw a doctor
- was prescribed or given any medication during the holiday and whether he/she will be bringing this back to school with them
- had any vaccinations during the holiday
- was injured in any way or had any form of surgery
- travelled abroad during the holiday
- was in contact with any contagious diseases

On return, the College staff will undertake a routine health check if necessary.

HOLIDAY HEALTH FORM [For use by Boarding Staff as required]

NAME _____ **YEAR** _____ **DATE** _____

A. **INFORMATION FROM PARENT/GUARDIAN** Yes ☐ No ☐

Details given _____

B. **INITIAL CHECK ON RETURN**

On return, did the student seem injured or unwell? Yes ☐ No ☐

Did they have a temperature? Yes ☐ No ☐

Reading _____

C. **MEDICAL CHECK WITH STUDENT**

1.	Were you unwell during the holidays or at any point did you see a Doctor?	Yes ☐	No ☐
2.	Were you prescribed or given any medication during the holiday?	Yes ☐	No ☐
	Are you bringing this medication back to school?	Yes ☐	No ☐
3.	Did you get any vaccinations during the holiday?	Yes ☐	No ☐
4.	Were you injured in any way during the holiday?	Yes ☐	No ☐
	Did you have any surgery?	Yes ☐	No ☐
5.	Did you travel abroad during the holiday?	Yes ☐	No ☐
6.	Have you been in contact with any contagious diseases over the holiday?	Yes ☐	No ☐

IF THE ANSWER IS **YES** TO ANY OF THE QUESTIONS ABOVE, GIVE DETAILS BELOW:

Completed by: Date:

D. **IS FOLLOW-UP REQUIRED?** Yes ☐ No ☐

FURTHER DETAIL REQUIRED / RECEIVED

3. MEDICAL CENTRE

Medical Cover during the school day [Campbell College]

The College has a medical centre staffed by a qualified nurse ('Matron') who will provide medical cover during the school day (from 8:30am to 4:40pm). Matron oversees the medical welfare of the boarders.

The School Medical Officers run surgeries at the College on a number of occasions during the week.

For appointments outside the 'in-College' surgeries, the Doctors' practice is only a 5-minute taxi ride away and appointments are prioritised for boarders.

During the school day, if a student needs to attend the Medical Centre, we ask that:

- He tells the teacher first who will issue him with a 'permission to attend sick-bay' slip
- If he needs to see Matron urgently, he should inform a member of staff who can contact Matron directly on her mobile number.

Matron will make the necessary medical assessment and decide on the best course of action. She may also refer a boarder to the school doctor.

Medical cover outside the school day

All Housemothers are St John's Ambulance first-aid qualified and have attended and passed the First Aid Training at Work certificate. The resident Boarding Assistants provide additional 24-hour medical cover. If further medical assistance is required they will organise this with the local out-of-hours doctor or the local Accident and Emergency Department.

Urgent Medical Attention

If further medical attention is required, the College is only 3 miles away from the Ulster Hospital Accident and Emergency Department.

If a student requires medical or hospital attention, they will be accompanied by a member of the boarding department and their parents/guardian will be informed as soon as possible.

In an emergency, an Ambulance is called.

Medical Centre Facilities

The Medical centre has a surgery with two further medical rooms with a bed, separate toilet and wash/shower facilities should a boarder need to stay in the Medical Centre. The Medical Centre is beside the Senior Boarding department and a member of staff is resident adjacent to the medical centre.

Allergies and Medical Conditions

We would ask that parents inform us in writing of any medical conditions or allergies that could affect their child or if their child has to take medication on a regular basis. Matron may be contacted directly for advice as to the best way to manage a condition within school.

Treatments of minor ailments and injuries.

Students attending the medical centre with minor ailments eg. sports injuries, muscle pains, headaches, head colds, sore throats, gastric upsets, etc. can be treated with over-the-counter 'home' remedies such as:-

Paracetamol	Ibuprofen 200mg or 400mg tablets
Simple Linctus, Elixir	Merocets Lozenges
Imodium	Peptac Liquid
Piriton	Dioralyte Sachets
Loratadine 10mg (allergy tablets)	Cold Spray / Heat Spray

Medical Consent Form

A medical consent form is sent to parents when their son first enrols at the College. It should be signed by a parent/guardian to either agree or disagree to the school treating your child for these minor ailments/injuries.

Dental Care

Boarders are encouraged to remain with their existing dentist for routine care and to have regular check-ups. However, emergency dental care or treatment that requires regular intervention can be organised by Matron.

Further Medical Services

Matron will also organise other medical appointments as required such as physiotherapy, hospital or ophthalmic appointments.

4. ADMINISTRATION OF MEDICINES

ALL MEDICATION (INCLUDING 'household medicines') brought into school MUST be registered with Matron.

MANAGING PRESCRIPTION MEDICINES:

- Medicines should be in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.
- The College will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- A written record will be completed each time medicines are given. Records often protect the staff and prove that they have followed agreed procedures.

CONTROLLED DRUGS

- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicine for use by children, e.g. methylphenidate.
- The Medical Staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine will do so in accordance with the prescriber's instructions.
- The College may look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.
- The College will keep controlled drugs in a locked non-portable container and only named staff should have access. A record will be kept for audit and safety purposes.
- Controlled drugs, as with all medicines, will be returned to the dispensing pharmacist when no longer required to arrange for safe disposal.
- Misuse of a controlled drug, such as passing it to another child for use, is an offence. The College has a policy in place for dealing with drug misuse.

MANAGING NON-PRESCRIPTION MEDICINES:

- Staff will never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

- Where the Head of Boarding, in consultation with the Medical staff, agrees to administer a non-prescribed medicine it must be in accordance with the College policy. The policy should set out the circumstances under which staff may administer non-prescribed medicines.

- Medical staff should check that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case – a note to this effect should be recorded in the written parental agreement for the College to administer medicine.

- Where a non-prescribed medicine is administered to a child it should be recorded in the Medical Log book.

- A written record should be completed each time medicines are given.

- A child under 16 should NEVER be given aspirin-containing medicine.

INSTRUCTIONS FOR COMMONLY USED NON-PRESCRIPTION MEDICINES

- It is the College's policy that all medication, including non-prescription medicines, are dispensed in The Medical Centre by the Medical/Nursing staff or the trained Boarding Staff.
- Staff who dispense medication must make a written record in the student's Medical Records.
- Housemothers on duty after Matron is off duty should dispense medicines and record details in the student's medical records.
- A record of medicines dispensed during this time should be made in the Junior/Senior Boarding Communications book and passed to Matron the next morning.
- Students who are sixteen and older may administer simple medication such as asthma inhalers, antihistamines for allergies. Their parents should supply the College with written consent to self-administer medication. At no time should a student take medication without agreement of the medical staff/Housemothers. If Boarding staff have any concern regarding this please speak to Matron.

REFUSING MEDICINES

- If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The School Doctor and/or Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the College's emergency procedures should be followed.

SAFETY MANAGEMENT

All medicines are stored strictly in accordance with the product instructions and in the original container in which dispensed. The containers are clearly labelled with the name of the student, the dose of the medicine and the frequency of administration.
Students are aware where their own medicines are stored and who holds the key.
Emergency medicines, such as asthma inhalers and adrenaline pens are readily available (in the Medical Centre) to students (each container clearly marked with the child's name). These medicines are prescribed and should NOT be used for any other student. Regular checks on expiry dates are made and a record kept.

PROTOCOL FOR THE ADMINISTRATION OF MEDICINES [Boarders]

ALL medication including 'household medicines' brought into school MUST be registered with the Matron, and will be held in the Medical Centre.

- It is the school's policy that boarders DO NOT SELF-MEDICATE, UNDER ANY CIRCUMSTANCES. Medication including "household" medicines will be held and dispensed in the Medical Centre by the Matron or Housemothers, as appropriate.

Medicines that have to be disposed of should be returned to the Matron in the Medical Centre.

BRINGING MEDICATION FROM HOME [Boarders]

ALL medication must be declared and held by Matron in the Medical Centre (or via a Housemother). Any medication dispensed in their home country must be given over to the Medical Centre.

5. CONCUSSION AND HEAD INJURIES

What is concussion?

Concussion is a brain injury which is usually caused by hitting your head or a fall. It can happen at any time, for example during sport, during leisure time or at home.

If you or someone else has been hit on the head, you need to look out for signs such as:

- A headache
- Feeling dazed or confused
- Feeling drowsy or sleepy
- Feeling sick
- Feeling irritable or “in a fog”
- Having difficulty remembering things
- Any other change in normal behaviour

Concussion does not always involve losing consciousness so any of these symptoms must be taken seriously.

Advice to Parents/Guardians/Boarding Staff

If a student has had any form of head injury, observe them carefully and should they suffer ANY of the symptoms described above, you must seek further medical advice urgently. Symptoms may occur long after the initial injury.

For any concussive injury we request that the student has an expert medical assessment from the College Doctor, a General Practitioner, or the Accident and Emergency Department. This is a priority and should be undertaken without delay.

We would ask that Matron is informed of ANY instance of concussive injury, especially when these have occurred outside school that we may not be aware of, so that the relevant staff are informed (we ask for written confirmation if or when they are able to resume sporting/physical activities).

Advice to be given to students:

If you have hit your head or you think someone else may have suffered a concussion:

- **STOP PLAYING** or whatever you are doing
- **REPORT IT** to a teacher, parent, coach, referee or umpire IMMEDIATELY
- **BE HONEST** about how you are feeling and what you have seen

If you hit your head before a match, you must let the coach know.
If you are playing or training and you hit your head, don’t return to the game until a medical professional has assessed you.
If you are told to stay away from sport or training for a period of time, make sure you follow the instructions.

IF IN DOUBT…SIT IT OUT

POLICY WITHIN BOARDING

RETURN TO PHYSICAL ACTIVITY AFTER A HEAD/NECK INJURY

You will appreciate that your child's medical well-being is of paramount importance but also that many children may not value the finer points of 'well-being'. It is often the case that they wish to rush back to physical activity when perhaps they are not 100% ready.

The College protocol requires that if your child suffers a neck or head injury then he/she MUST be passed fit by the College Doctor before returning to activity.

RETURN TO BOARDING AFTER A HEAD/NECK INJURY

If a boarder has sustained a head injury, we ask that parents/guardians do not return him/her to boarding until they are fully satisfied that he/she is fit to do so.

Current head injury advice suggests that the first 24 hours following a head injury is when the patient should be monitored most closely.

It is essential that the College is informed immediately regarding any student returning to boarding as to the extent of the injury and any medical advice given at the time of assessment.

There are further procedures and protocols in place, which are available on request. Matron or any of the senior boarding staff will be happy to discuss these with parents/guardians.

THE USE OF SAFETY HELMETS

To protect against head injury, parents are strongly recommended to provide their son with a properly fitting helmet that they can wear if they are to bring bicycles or skateboards into boarding. The students should be advised to wear a helmet if they or using their (or someone else's bicycle or skateboard)

A properly fitting helmet:

- Is worn flat on your head with the bottom edge parallel to the ground
- Sits low on your forehead
- Has side straps that form a "V" shape around each ear
- Has a buckle that fastens tightly (there should be room to put only two fingers between the strap and your chin)
- Has pads inside that you install or remove so the helmet fits snuggly
- Does not move in any direction when you shake your head
- Does not interfere with your movement, vision or hearing

Helmets should be changed when it is damaged, outgrown or at least every five years. They may need to be replaced sooner if the manufacturer recommends it.

6. POLICY ON INFECTIOUS DISEASES

When the first symptoms of an infective-type illness are observed, the following people must be informed:

1. Matron
2. Head of Boarding (Mr B Robinson) who will inform the relevant Assistant HoB
3. Vice-Principal (Mr C Oswald) who will inform the Headmaster
4. School Medical Officer
5. Head of Year (if necessary)

If it is considered that the illness poses a threat, i.e. of spread to the wider school population, including the boarding community, the person should be ISOLATED IMMEDIATELY.

The parents/guardians should be contacted by the School Medical Staff.
The infected person(s) should be isolated and removed from the school premises as soon as possible, unless they can be isolated in school.
In the case of a boarder, the School Medical Officer should be contacted immediately.

The infected person SHOULD NOT RETURN TO THE SCHOOL FOR THE PERIOD OF TIME RECOMMENDED BY THE SCHOOL MEDICAL OFFICER

As a guide, the following exclusion periods apply:

INFECTION NAME	**EXCLUSION PERIOD FROM SCHOOL**
Measles**	Four days from the onset of the rash
Chicken Pox**	Five days from the onset of the rash
Mumps**	Five days from the onset of swelling
German Measles (Rubella)**	Six days from the onset of the rash
Slapped Cheek (Parvovirus)**	None
Scabies	Can return after first treatment
Impetigo	Can return after first treatment
Scarlet Fever	Can return 24 hours after commencing antibiotic treatment

**** Please inform the school of these conditions due to the serious risk to vulnerable children and pregnant women**

Verbal and written advice should be given to the patient and/or the next of kin or guardian.
If it is a reportable disease, RIDDOR forms must be completed and sent to The Department of Health Centre for Communicable Diseases.

SECTION E

SPECIFIC ROLES

AND

RESPONSIBILITIES OF STAFF

WITHIN THE BOARDING DEPARTMENT

1. ROLES AND RESPONSIBILITIES OF BOARDING STAFF

HOUSEMASTER

The responsibilities specific to a Housemaster are diverse and they probably defy complete definition. Nevertheless, outlined below are some thoughts and guidelines.

THE WELFARE ROLE

1. The Housemaster is *"in loco parentis".* **Their prime responsibility at all times is the safety and welfare of the students in their care**. The means by which and the standards to which they should carry out this prime responsibility are statutory, defined by the terms of the Children [NI] Order 1995, principles and guidelines for which are contained in DENI booklet.

2. The Housemaster is responsible for all aspects of Health and Safety both in the Boarding Department and as they affect the students in their care. This includes the organisation and monitoring of termly fire practices both by day and by night. They are responsible, in conjunction with the College's Medical Staff, for informing parents of illness and accidents, and for checking, when necessary, that the appropriate school authorities have been notified.

3. The Housemaster must seek to create a homely and balanced community within which students can flourish. Parents must feel comfortable to contact them at any time.

4. The Housemaster should seek positively to promote the growth and development of the students in their care by praising good standards of activity and conduct. The maintenance of a well ordered and disciplined community is achieved principally by the reinforcement of good practice. The Housemaster should be active in encouraging their students to aspire to high standards in all respects. They must promote positive achievement both by individuals and by the House and School collectively. At the heart of this role is the challenge of ensuring that each and every student is enabled to foster their self-esteem, that each and every student has his accepted niche in Boarding, that each and every student 'belongs' in the broadest sense.

5. The College takes pride in instilling core values and much of this process takes place through the atmosphere of Boarding. Self-esteem can be fostered through positive activities and achievement whether it be at Boarding level or in doing something for the College. Equally a sense of idealism and service will come about if the right guidance is provided. At the heart of our College ethos is the experience of leadership - and here, as always, the Housemaster must set the best possible example as well as mentoring their young charges.

6. The Housemaster must carry full responsibility, subject to the Head of Boarding and Headmaster's authority, for the academic welfare of the students in their care. They should always be prepared to seek the help and advice of the Careers Department and all other academic staff in this regard. The Housemaster should liaise closely with Boarding Staff, if necessary on a daily basis, regarding any matter pertaining to the welfare of their charges.

7. The Housemaster must ensure that the settling in process for new boarders is as uncomplicated as possible. This includes the return to the College after Exeats or Leave Outs.

8. The Housemaster must ensure that they are easily accessible as often as is practically possible.

9. The Housemaster must consider, and within the system, make due allowance for the various and differing needs of the international students within their charge.

HOUSEMASTER – AN OVERVIEW

A RE. STUDENTS

i) To ensure that every student in Boarding is able to develop his social and academic potential to the fullest extent.

ii) To maintain good order and to ensure a high standard of discipline within Boarding.

iii) To promote social and recreational activities within Boarding and to participate in the planning and provision of activities for students.

iv) To select and give appropriate training to Boarding Prefects.

v) To advise the Head of Boarding and Headmaster on the selection of School Prefects.

B RE. ADMINISTRATION

i) To maintain all necessary records including files for individual students.

ii) To assist the Head of Boarding and the Headmaster in the preparation of reports and references.

iii) To maintain close liaison with parents over academic and pastoral matters.

iv) To co-ordinate information received from parents, staff and outside agencies concerning individual students and to be responsible for the distribution of such information as necessary and appropriate.

v) To ensure that the fixtures, fittings and decorative state of Boarding is treated with respect and to report to the Maintenance Manager and/or Bursar damages and defects in the fabric of Boarding.

vi) To ensure familiarity with relevant Health and Safety rules and to conduct necessary drills (such as fire practices) on a regular basis.

vii) To help comply with legislative requirements to conduct student registration twice daily.

viii) To liaise closely with Medical staff and with Housekeeping staff as appropriate.

ix) To keep the Head of Boarding, the Headmaster, the Vice Principals and/or other senior staff, as appropriate, fully informed of all major issues concerning the welfare of the students and Boarding.

C RE. THE BOARDING TEAM

Responsibility for the efficient running of the team which is built around the students.

The full Boarding Team comprises:

- **Head of Boarding** - he and his family are resident on-site.
- Three **Housemasters,** two of which are resident
- **Boarding Duty Staff**
- **Boarding Assistants/Housemothers**
- **Medical Staff:** Matron and the College Doctors
- **Support Staff**: Kitchen, laundry, housekeeping, maintenance and security
- **Gap Students**
- **Boarding Prefects**

2. BOARDING DUTY STAFF

a) Are on Duty with full authority on one night per week **from 4.45pm until 8.30am**, and one weekend slot every five weeks.

b) Has responsibility for ensuring that the social, pastoral and educational needs of all boarders in their care are fully and consistently met.

c) Will maintain standards of behaviour and conduct among boarders which are consistent with those established by the Housemaster, the Head of Boarding, and indeed with the school as a whole.

d) Will ensure that any serious breaches of the school's disciplinary code are referred to the Housemaster in the first instance.

e) Will endeavour to ensure that the boarding department is a secure and safe environment for all boarding students and staff when on duty.

f) Will maintain supervisory presence while on duty.

g) Will help with Tutoring as requested, and write related reports.

h) Will supervise and assist students where possible during prep times.

i) Will eat with the students, dinner and breakfast, when on Duty.

j) Will assist with activities and trips out when on Duty.

k) Will contribute to House activities, as required.

l) Is available for beginning and end-of-term responsibilities.

m) Is available to support the Boarding Team and keep an eye open for problems and watch over the welfare of particular groups or individuals.

n) Will attend Boarding Staff Meetings as required.

o) Will support the contribution which boarding makes to the character of the school and values boarding an integral part of Campbell College as a whole.

p) Will undertake such other duties and responsibilities as may reasonably be required.

Specific Responsibilities

Good relations between staff and students are absolutely essential to the success of Boarding.

A key factor in achieving this aim is to promote the students' all round development. Enthusiasm and skill in the pastoral dimension are paramount.

Boarding Duty Staff may be given a group of tutees, with the aim of overseeing the development of these tutees during Key Stages.

This role is complementary to that performed by the Housemaster who are the persons with overall responsibility for the students throughout their time in the school.
The parents of a student will often contact the Housemaster in the first instance, and therefore, it is vital that the Housemasters are kept fully informed of a student's welfare. Equally the Housemaster will, if appropriate, always keep the Boarding Staff informed.

The relationship between Boarding Staff and student should be one of mutual respect, and hence trust and discretion are vital ingredients in their dealings. The students should find in the Boarding

Staff someone to whom they can look for support, advice, encouragement, and understanding. Confidentiality can be a vexed issue for staff. In general it is wrong to promise confidentiality in situations where confidentiality may have to be broken. Such situations might involve danger to others or a risk to personal safety. It is probably best to make clear the limits of confidentiality at the outset and then agree that such matters need to be communicated to the Housemaster or Head of Boarding. Students should feel that the Boarding Staff will respect their privacy and discuss sensitive matters on a need to know basis.

Boarding Staff will maintain a file which will enable them to record a profile containing essential information about each student and a record of the student's progress during the year. This file should be kept in a place which enables it to remain confidential.

Boarding Staff who act as Personal Tutors should specifically meet with tutees at least once a week on a pastoral level. Formally, they should meet to discuss any of the regular internal or external reports that are made. This formal meeting should take place as soon as possible after the report has been written and certainly within seven days, reporting as appropriate. These meetings should provide an opportunity to discuss a student's academic progress and aims, and also their other activities.
A Personal Tutor is expected to write comments on Progress Reports for tutees.

Boarding Staff will encourage students to be involved not only in the academic and games programme but also the extensive programme of societies that are offered. In Years 13/14 specifically, students should be encouraged to take an active part in activities where they can offer leadership to younger students or be of service to those outside the school.

The aim of good Boarding Staff is to help the student to become a well-adjusted adult who functions effectively, socially, morally and spiritually. In thinking about this area, staff may find it helpful to bear in mind the following criteria:

Spiritual development is to be judged by the extent to which students display:

- A system of personal beliefs, which may include religious beliefs.
- An ability to communicate their beliefs in discussion and through their behaviour.
- Willingness to reflect on experience and to search for meaning in the experience.
- A sense of awe and wonder as they become more conscious of deeper meanings in the apparently familiar features of the natural world or in their experience.

Moral development is to be judged by the extent to which students display:

- An understanding of the difference between right and wrong.
- Respect for persons, truth and property.
- The ability to make responsible and reasoned judgements on moral issues.
- Moral behaviour.

Social development is to be judged by:

- The quality of relationships in school.
- Students' ability to exercise a degree of responsibility and initiative.
- Students' ability to work successfully in groups and to participate co-operatively and productively in the school community.
- Students' growing understanding of society through the family, the school and the local and wider communities, leading to an understanding of the structures and processes of society.

Cultural development is to be judged by the extent to which students:

- Widen their knowledge, understanding, personal interests and experiences through the curriculum.
- Participation in a range of cultural activities well matched to their needs.

Some suggested areas for Boarding Staff to consider with the students follow:-

Years 8, 9 and 10	Settling in; making friends; personal organisation; making use of free time; activities and involvement – music, drama, sport; coping with prep; reading; appropriate attitudes towards seniors and staff; the importance of loyalty towards Boarding
Years 11 and 12	Academic work and the importance of GCSE success – increasing emphasis over time; loyalty to friends and Boarding; tolerant attitudes to those who are not your friends; alcohol, tobacco and drugs; keeping up interests and activities from earlier years as well as trying new things; CCF/DofE; attitudes towards teachers and support staff; career experience; reading; awareness of current events
Years 13 and 14	Academic work - the importance of building on from or re-building after GCSEs; looking ahead to university and careers; the importance of AS results in UCAS applications; Open Days; keeping up CCF/DofE from earlier years or making the most of new opportunities in Community Service etc; society meetings; opportunities in sport, music and drama; creating a broader profile on the CV for UCAS and beyond; UCAS forms; taking responsibility - prefecting in Boarding and School; being responsible towards junior students, and staff; loyalty to Boarding and the School; and by setting a good example!

HOUSEMOTHER

a) **Junior Boarding:** Are on Duty, with full authority for twenty-four hours, on a three day residential rotational basis, 2.00pm that day until 2.00pm the following day.

b) Has responsibility for ensuring that the social and pastoral needs of all boarders in their care are fully and consistently met.

c) Will maintain standards of behaviour and conduct among boarders that are consistent with those established by the Head of Boarding, the Housemaster and, indeed, with the school as a whole.

d) Will ensure that any serious breaches of the school's disciplinary code are referred to the Housemaster, in the first instance.

e) Will endeavour to ensure that the boarding department is a secure and safe environment for all boarding students and staff when on duty.

f) Will maintain a supervisory presence at all times while on duty.

g) Has responsibility for the tidiness of the students' personal space.

h) Will encourage good personal and oral hygiene.

i) Will supervise, and assist students where possible, during prep times.

j) Will eat with the House, dinner and breakfast when on Duty, overseeing the students' diet.

k) Will oversee the provision of supper for the students in the evening, 8.45pm.

l) Will manage bedtimes and morning wake-up.

m) Will escort students to the dentist, optician, health centre, on hospital appointments, to and from the airport, etc, as required.

n) Will administer medicines as prescribed, recording the same.

o) Will provide first aid cover as required, particularly after-school hours and at the weekend (when Matron is not on Duty).

p) Will undertake medical training as required, and liaise with Matron as appropriate.

q) Is available to support other Boarding Duty Staff and the Housemasters, keeping an eye open for problems and watch over the welfare of particular groups or individuals.

r) Will attend Boarding Staff Meetings, as required.

s) Will support the contribution which boarding makes to the character of the school and values boarding an integral part of Campbell College as a whole.

t) Will undertake such other duties and responsibilities as may reasonably be required.

ROLES AND RESPONSIBILITIES OF BOARDING STAFF ON DUTY

EVENING DUTY

a) Remain as a constant presence in the House throughout the period of duty.

b) Supervise Prep.

c) In conjunction with the Duty Prefect organise and maintain discipline at tea. Begin the meal by saying grace.

d) Oversee the post-prep evening sporting/social activity.

e) Prioritise spending time with the students with respect to academic support, on pastoral issues, where requested and appropriate, and socially.

f) Supervise dorm-time and lights out

g) Liaise with the Housemaster on any matters concerning the welfare and/or organisation of the students.

h) Conduct formal registrations at dinner, lights-out and breakfast but have an awareness of students' whereabouts at all times.

MORNING DUTY

a) 7.30 - 7.40am carry out first 'wake-up' call

b) Students to report at doors for 8.00am

c) Register students at breakfast

d) At 8.40am ensure that all students are at Tutor Meetings or in Assembly.

e) Check, very specifically, the location of any boarders not at Roll-call and refer any problems to the Housemaster immediately.

f) Leave Roll-call list in designated location.

WEEKEND DUTY

a) There is a constant staff presence throughout the weekend.

b) Carry out roll-call at times appropriate to the arranged activities. First roll-call must be no later than 9.00am on Saturday and Sunday mornings.

c) Arrange and supervise additional activities to augment the provision as organised by the College on a normal basis.

Under no circumstances whatsoever may boarding be left unsupervised.

GAP STUDENTS

The Gap Student -

a) Is on Duty two periods in the week
- One weekday evening slot from 7.30pm until 9.30pm,
  - *but will make themselves available to cover 5.00pm onwards on that evening in case of an emergency.*
- and a weekend slot:

i) Friday – Saturday
On call from 4.00pm on Friday, until 5.00pm on Saturday;
7.00pm - 9.00pm on Friday – activity, sleeping over, and
1.00 - 5.00pm on Saturday – cover in Senior Boarding.

ii) Saturday – Sunday
On call from 12 noon on Saturday, until 11.00am on Sunday;
1.00pm - 5.00pm on Saturday – town trip (activity),
7.00pm - 9.00pm on Saturday – activity, and sleeping over.

iii) Sunday – Monday
On call from 11.00am on Sunday, until 8.00am on Monday;
2.00pm - 4.00pm on Sunday – activity and sleeping over.

And on one weekend in four you will not be required for any duties.
(This is of course subject to change, but, if so, it is hoped only to be minor change.)

b) Has responsibility for ensuring that the social, and pastoral needs of those in his care are fully and consistently met.
c) Will maintain standards of behaviour and conduct among boarders which are consistent with those established by the Head of Boarding, the Housemaster and indeed with the school as a whole.
d) Will ensure that any serious breaches of the school's disciplinary code are referred to the Housemaster in the first instance.
e) Will endeavour to ensure that the boarding department is a secure and safe environment for all boarding students and staff when on duty.
f) Will provide good and worthwhile evening activities and will assist with trips out as necessary on the weekend.
g) Will contribute to any House Competitions.
h) Is available to support Boarding Staff and keep an eye open for problems and watch over the welfare of particular groups or individuals.
i) Will support the contribution which boarding makes to the character of the school and values boarding an integral part of Campbell College as a whole.
j) Conforms that good relations between staff and students are absolutely essential to the success of boarding and the school. Enthusiasm in the pastoral dimension is paramount.
k) Will undertake such other duties and responsibilities as may reasonably be required.

PREFECTS: Service by Example

Set the highest standards in terms of behaviour, dress and manner for yourself at all times. Expect the same from others in Boarding.

Be considerate to others and interested in what they are doing. Stay in touch with the **mood** of Boarding and convey your feelings at will to the staff.

Accept the fact that to a certain extent you are always on Duty, representing Boarding, the College and yourself. In many ways you can command as much respect as the staff, so behave accordingly.

Respect cannot be assumed; it has to be earned. Try to do this by way of favours, and it will be superficial and worthless. It is only by standing up for what you know to be right that you will end up being trusted and admired (sometimes grudgingly).

Make a conscientious effort to be in very regular contact with all age groups within the House. Always keep in touch with the Boarding Staff. You are a very important part of their team.

Take pride in doing the simple things well. In doing so you will develop greater self-confidence and attention to detail.

SECTION F

CAMPBELL COLLEGE POLICIES AND DOCUMENTATION

1. PARENTAL RESPONSIBILITY

The Children (Northern Ireland) Order 1995 became law on the 4 November 1996. It aims to strengthen the relationship between parents and their children even if parents have separated, or divorced, or even if the courts have said there should be no direct contact. The Children Order also gives children rights to be listened to whenever welfare decisions are made about them, and sometimes the right to take their own independent action through the courts.

Schools & Parents

The law says schools must register the names of all actual parents, if married, because they each hold PARENTAL RESPONSIBILITY for their child. Parental responsibility never ends even if the parent no longer lives with the child, unless there has been an adoption. It is still held by each parent, even if they are separated or divorced. The law also says schools must register the names of any other person having parental responsibility for a child.

Teachers cannot properly care for a child unless they know who, under the law, has responsibility and authority for him/her, and where they live.

The law says schools should keep persons with parental responsibility informed about their child's education by:

- sending each of them a copy of their child's annual report;
- inviting each of them to the school to discuss their child's progress; and
- involving each of them in decisions about their child's education.

The law says that all persons with parental responsibility for a particular child must be treated equally.

Getting Parental Responsibility

When actual parents are not married the law says **only** the mother has parental responsibility for the child, but a father, in this situation, can get his share of parental responsibility by:

- jointly registering the birth of the child with the mother (applies on or after 15 April 2002);
- marrying the mother;
- signing a legal agreement with the mother; or
- getting a Parental Responsibility Order from the court.

Other adults who live with a child, like step-parents, partners or grandparents, can acquire the right to share parental responsibility by asking the court for a Residence Order. This gives them responsibility and authority for the child for as long as they stay living together.

Where a child is Looked After by a Health & Social Care Trust, the Trust shares parental responsibility for that child for as long as the child is Looked After.

The original parents only ever lose their share of parental responsibility when their child is adopted. They always hold parental responsibility however many other people share it with them.

Why Getting Parental Responsibility Matters

- You are able to have a say in decisions about the children in your family. Schools have to consult with you first when making decisions on such things as admissions, transfer, GCSE options, assessment of Special Educational Need etc.
- It will help teachers, doctors, educational welfare officers, educational psychologists and others to know who to contact when decisions have to be made.
- It can strengthen the relationship between you and the children you look after.

Those Without Parental Responsibility

The law also says that adults who live with and provide care for a child but do not have parental responsibility, e.g. step-parents, other relatives or foster parents, should make sensible everyday decisions in the child's best welfare.

Keeping the School Informed

Family circumstances can change. Schools need to know what these changes are and if any court orders have been made which will affect a child's education.

Pupils records need to be kept up to date.

Please let the school know:

(1) What court orders are already in place.
(2) When a new court order is made.
(3) Whenever a person with parental responsibility for a child changes address.

Getting Further Advice

If your family includes step-parents or unmarried fathers who would like to know how to get PARENTAL RESPONSIBILITY, ask at:

(1) Citizen's Advice Bureau

(2) Law Centre/Solicitor

(3) County or Magistrates Court

2. COMMUNITY & COMMUNICATION

PARENTMAIL

The College is committed to continuous improvement and developing meaningful and efficient means of communicating with parents. With this in mind, the College has in place a service called ParentMail®; this enables schools to send letters and messages directly to parents by email and text message. Once you have signed up to the ParentMail® service you will receive reminders about, for example, Parent Consultation Evenings, School plays, Music Society Concerts and Family Services. You will receive all mailings electronically, and, we will keep you up-to-date with any amendments to sporting fixtures.

Your son's lunch account is topped up through ParentMail and payments for school trips can also be made.

How to Register

You will receive a text/email from ParentMail prior to the start of term, please download the ParentMail app and follow the instructions to verify and activate your account. Should you have any problems please contact the Headmaster's secretary. Please be assured that the only people who can view your contact information are ParentMail administrators at the school, no one else can see your personal information.

FIREFLY

The College has in place a Virtual Learning Environment (VLE). The VLE is called *Firefly* and we believe it enhances the boys' learning in a number of ways:

- providing them with access to a wide range of learning resources;
- enabling them to go over resources that have been used in their lessons, particularly useful if they have been absent or have found a topic challenging;
- improving the way in which homework is set and communicated, ensuring boys have full, accurate information about the homework, and direct access to associated resources;
- improving communication between staff and students, not only about work but about clubs, teams etc.; and
- enabling parents to be better informed about homework and better able to provide support.
- Providing parents with an up to date record of their son's Achievements and Concerns.
- Provide students and parents with a Record of Achievement, developing over time with assessment feedback, self – evaluation and Careers information.

The Homework App is free and can be downloaded onto Android, Apple, and Windows phones and tablets by searching the appropriate App Store for 'Firefly Student Planner'. If your son does not have access to a smartphone or tablet, the VLE and the diary of tasks/homework can also be accessed on a PC through the link on the school website.

The VLE and app will enable your son's teachers to set homework directly, ensuring that the task and completion date are accurately recorded. There is also the potential for parents to have an overview of exactly what homework has been set.

How to Register

Pupils will set up their accounts at the start of term. Our expectation is that parents will use the Parent Portal. Information on how to set this up will be sent to you once all pupils have been successfully registered.

COMMUNITY HUB

The Campbell Community Hub was introduced as part of our 125th Celebrations in 2019 and is a private, members only forum which allows our parents (past and present) to connect with each other, with the College and with the whole Campbell Community in a safe and secure online platform. It is accessible via our College Website and links with our Old Campbellian online community, with membership of one community allowing access to the other. Thus, creating a great link between our Parents and our Old Campbellians and recognising that some of you are both!

How to Register

To access the Campbell Community Hub, visit www.campbellcollege.co.uk and click on the main menu, scroll to Campbell Community /Welcome to the Campbell Community section and you will be taken directly to the Campbell Community Hub. Or alternatively clink this link https://community.campbellcollege.co.uk/homepage.

At this point you will be asked to login if you are already a member or, if not, you will be asked to register. Once you have completed registration your request will be approved manually, and notification issued usually within 48 hours. You will then have access to all the features of the platform as highlighted below. A simple video guide is available to help take you through the registration process: https://youtu.be/_r_ehLEpinc. Any issue with registrations should be directed to the Development Office: development@campbellcollege.co.uk

Registering on this platform delivers benefits such as:

- The ability to register for virtual parent events and, in the future, book tickets online for whole College events such as Spring Concert, CCB Summer Ball, school productions and more.
- The opportunity to join Parent Clubs such as Parents' Book Club.
- Access to more detailed stories from the College and additional news items not seen elsewhere.
- Access to view full photo galleries that we do not share on Facebook or other public forums.
- Information about other College wide events

THE OLD CAMPBELLIAN SOCIETY

As soon as a pupil starts at the College, they are assigned a unique number and added to the College register. This number stays with them as they eventually graduate and become an Old Campbellian. This way we ensure we can keep in touch with your son once he leaves the College and it will allow your son to easily register with the OC Society. We are proud of our continued connection with Old Campbellian's and we ask your permission to enter his name, year of entry and School/OC Number into our Old Campbellian Database. This data will be used for our archive register and reference purposes only until your son activates his profile as an OC when he leaves the College.

3. STORAGE and USE of VISUAL IMAGES

You will have no doubt noticed how in Campbell we are delighted to celebrate the activities and achievements of our pupils in many ways and not least through photographs and video. On our website, in classrooms, on notice boards, in school publicity materials, in publications, on our Facebook page and via our Twitter feeds we display photographic records from a wide range of activities including; class presentations, charity events, sporting activities or success of any nature.

Taking, keeping and publishing photographs and video footage involves processing personal date under data protection laws. To enable us to comply with our obligations under the General Data Protection Regulation, we are required to obtain express consent to the use of a pupil's image.

In line with our Safeguarding and Child Protection Policy and E-Safety Policy, you will find below details of the relevant section which deals with the storage and use of visual images. Through the policy, we wish to take a pragmatic approach and allow the pupils and College to celebrate success and give credit and recognition for achievement. In recognition of our increase adoption of online media the School has introduced a Social Media Policy included within the E-Safety Policy.

A school photograph is taken in Years 8, 11 and 13, and a copy of this is held on file electronically in accordance with General Data Protection Regulations (GDPR). A copy is also available for you to purchase at that time. Other official photographs include a House photo and membership of any music groups or sports teams.

In addition to 'official' photographs, photographs and videos may be taken at various times throughout the year to recognise and enjoy the work of the pupils. The celebration of the success of our pupils is very natural and the pupils are delighted to see videos or photographs of themselves used in this way. The following are examples of the various platforms where such photographs or video may be used.

School Magazine:	The Campbellian
School Ezine:	Campbell Life/Old Campbellian Ezine
Print and Broadcast Media:	Radio, TV and Newspapers
Online:	School Website, School Facebook Page and School Twitter Feeds, School YouTube, School Vimeo and social media outlets of agreed School partners.

Other School Publicity Materials: School Prospectus, Open Days etc.

I hope you find this useful with regard to images taken by the school as well as any you may wish to take yourself. If you have any questions, please do contact Mr Keown (Vice-Principal). If you are content, please provide your consent in the enclosed booklet.

From the Safeguarding and Child Protection Policy:

THE STORAGE AND USE OF IMAGES OF PUPILS

DETAILS ON THE STORAGE AND USE OF IMAGES

The General Data Protection Regulations (GDPR) and Human Rights Legislation require that the College safely manages the use of photographs, videos and web cams in the school environment.

- All photographs held on file (both electronic and paper) of the pupils exist in accordance with GDPR
- Photographs and videos of the pupils taken during the year to promote the school for publicity use in the prospectus or in other printed material will be subject to consent by the parents. Images being used will portray the pupils appropriately attired. On electronic media, pupils will only be identified by first names (unless permission is sought to use full names).
- Digital video recordings may be made at various functions or of class activities. These can help encourage creativity, motivate and enthuse pupils and improve communication, team-working skills and may be used for assessment purposes.
- Photographs of school staff will only be used with the consent of that staff member.
- Photographs or film footage by parents or guardians of their children at school events is permitted so long as the images are within appropriate parameters.
- The use of camera phones or the internet to send offensive photographs to other pupils is not permitted and will be dealt with under the Discipline Code.
- Any incident of improper use of photographs should be reported to the Designated Teacher immediately.

ACTION BY THE COLLEGE

To protect pupils, we will:

- Seek their consent from parents for photographs to be taken or published
- Ensure that photographs are appropriate
- Encourage pupils to tell us if they are worried about any photographs that are taken of them
- When using a name on social media, we will only use a first name, unless permission to use a full name has been sought.
- Reinforce the College policy that:
    - Images / Sound / Video of a member of the College can only be taken:
        - With the consent of a member of staff AND with the consent of the person(s) involved.

4. E-LEARNING & E-SAFETY

Electronic devices, computers and the Internet are important learning resources. It is our goal at Campbell to ensure the excellent teaching and learning across all parts of the College are underpinned and enhanced by innovative, confident and engaging use of high quality educational technology. We will use the information you provide to create the following electronic accounts to support your son's learning:

SIMS – This is the College's Information Management System

Google Apps for Education – This is used to create an email and online storage space for your son to save electronic work.

Firefly – This is the College's Virtual Learning system. It includes your son's homework, timetable and resources to support his learning beyond the classroom. Parents can set up their own log in where that can also receive updates on behavior and performance.
Like any resource, electronic media can be wasted or abused and we are mindful of online risks that are ever present. To this end we have in place an E-Safety Policy which is available on the College website www.campbellcollege.co.uk. Further resources and advice on E-Safety are also made available to parents through Firefly.

Unifrog – This website is used by the Careers department to deliver careers education and to administer the University admissions process.

Zoom – The recent Lockdown experience has demonstrated the vital role of Video Conferencing in maintaining connections between the College and its students. Students ages under 16 are able to use Zoom as meeting participants, but are not allowed to create accounts. We will however use their email and name to authenticate their identity to ensure only students from the College can participate in such events.

We ask parents to read through the following information on E-Safety and Acceptable Use of IT and discuss with their son. Parents must then complete the enclosed Acceptable Use Agreement before we issue him with a user account.

E-SAFETY AND ACCEPTABLE USE AGREEMENT (PUPILS)

As a pupil at Campbell College, I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it and use it.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)

- I will not arrange to meet people on-line who I do not know
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use, unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for online gaming, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I will never use the school systems for online gambling.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not post any form of inappropriate or defamatory message about Campbell College, or any member of Campbell College
- **I will not take or distribute images of anyone without their permission, and I will not use any mobile device in school to take pictures or videos**
-

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones / iPods etc) in school at break and lunch and if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not access or use Social Media sites during the school day or when representing the school
- I understand that staff have the right to confiscate any items of personal equipment when I have, or it is suspected that I have broken the guidance and rules within this policy

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they specifically involve my membership of the school community.
- I will not use the name, crest or image of the College, on any sites or posts unless I have permission from a senior member of staff of the College.
- I will not bring the good name of the College into disrepute.
- **If I am using ICT outside school, I will not post insulting, degrading or abusive messages about the College or any another member of the College.**
- I understand that if I fail to comply with this Policy, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections in the Information and Consent booklet to show that you have read, understood and agree to the rules included in this document. If you do not sign and return this, access will not be granted to school systems and devices.

5. REPORTS & PROGRESS CARDS

Your son will receive two progress cards a year and a final report at the end of the year. These will be posted to you, however, we hope to trial an electronic system in the near future. In order to track your son's progress during his career at Campbell, they will regularly undertake a series of online tests in order to achieve a benchmark against which progress will be measured. Your son's personal details will be used to create an online account with GL assessment and the resultant reports will be made available to you through Firefly, the College's Virtual Learning system

6. POLICY DOCUMENTS

This Boarding Handbook contains summaries taken from a number of College policies. The full policies are available on the College website (follow the link Current Parents – Senior School Policies) and may also be requested in hard copy form.
Most policies have a section which is specific to Boarding.

We ask parents/guardians to familiarise themselves with their contents.

The College Policies include:

- Pastoral Care
- Safeguarding and Child Protection*
    - (*Please familiarise yourself with this document)
- Positive Behaviour
- Anti-Bullying
- Attendance and Punctuality

- Uniform and Appearance
- Security of belongings
- Electronic Safety
- Student Parking
- Smoking, Alcohol and Drugs
- Educational Trips
- Medical
- Special Educational Needs
- Relationship and Sexuality Education
- Suspension and Expulsion
- Critical Incidents
- Information and Data Handling

GUIDANCE DOCUMENTS

Several guidance documents are available on the College website covering E-Safety, Revision techniques, keeping safe, concussion awareness to name only a few.

BOARDING GUIDANCE DOCUMENTS

These are available on the College website (follow the Boarding link).

7.MUSIC LESSONS

The Music Department in Campbell College offers tuition to pupils through a ***Private Instrumental Teaching Scheme***. This scheme is open to **ALL** pupils, including those who have never played before.

Pupils who embark on the school's Instrumental Scheme are withdrawn from a different class each week for their lesson, and a rotation system operates to ensure that the pupil will not miss the same class each week.

The ***Private Instrumental Teaching Scheme*** (up to diploma level) requires parents to pay for individual lessons in advance, charged in **10 week blocks**. A single 30 minute lesson costs **£14.75,** but lessons on most instruments can be shared (excluding piano & singing) with one other pupil (depending on level), thus reducing the cost to £10.75 per lesson. If you would like to register for this scheme, then please complete the attached form entitled "**Private Musical Tuition 2020-2021"** and return along with your other documentation.

Instruments available on the scheme are: Flute, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, French Horn, Euphonium, Baritone, Trombone, Tuba, Violin, Viola, Cello, Double bass, Piano, Singing, Percussion (including Drum Kit), Pipes and Guitar.

Campbell College Private Instrumental Tutors (2022-23)

Woodwind:	Mrs M Fenn	Brass:	Mrs J Leslie Mrs V Johnston
Piano:	Mrs J Leslie Mrs H Neale Mrs H McMordie Mrs V Johnston	Pipes:	Mr G Harris
		Percussion:	Mrs L Lynch
Singing:	Mrs S Adgey	Guitar:	Mr D Lindsay
Violin/Viola:	Mrs H Neale		
Cello & Double Bass:	Miss R Curlett		

Enabling your child to learn to play a musical instrument is one of the single most important contributions you, as a parent, can make towards your child's intellectual, social and emotional development.

- Early research in the USA made claims that actively making music had a direct positive effect on spatial reasoning, one aspect of the measurement of IQ.

- Research in the UK has shown that playing an instrument encourages the development of transferable skills: e.g. the need to practise regularly assists in the acquisition of good study habits and focussed concentration; playing in concerts encourages habits of punctuality and good organisation; composition, improvisation and development of musical interpretations facilitate the development of analytical and problem solving skills, decision making and creativity. These skills are just those that are perceived to be of importance for employment in the future.

- Howard Gardner's research on "Multiple Intelligences" lists eight different areas of intelligence (linguistic, mathematical, visual/spatial, kinaesthetic, interpersonal, intrapersonal, naturalist and musical). He concludes that
    - intelligence can be developed and
    - the development in one area of intelligence will inevitably and positively filter through into developing other areas.

- Approximately 250 pupils at Campbell College currently receive instrumental tuition in the school's music department, and contribute to an instrumental group or choir, which rehearses weekly and performs in public through the year. These activities not only develop specific music skills, but are also fun, exciting and enjoyable social events for pupils, and the public performances develop team work and self-confidence. Learning to play an instrument can be an outlet for emotional expression, influence our moods, and be therapeutic. It can also entertain and inspire. It enhances the impact of the other arts, much of what we see on television, and in films and computer games. It can provide intellectual stimulation, the challenge of mastery, and emotional fulfilment. Within society, it provides a means of communicating which goes beyond words, and provides us with shared, unspoken understandings.

- For updates on all of our musical activities and events please follow us on our social media platforms:

Facebook - @CCBMusicDepartment
Instagram - @ccb_ _music
Twitter - @CCBMusicDept

Instrument Hire and Instrument Purchase

There is an instrumental hire scheme available from certain music shops, which enables the hire of an instrument over a pre-arranged period of time. Customers who avail of this hire service may then be entitled to considerable discount when purchasing a new instrument.

Sample quote from Matchett's Music, Belfast (May 2020)

- Instrument hire for three months: £50
- Potential discount when purchasing a new instrument: £75

For more information, please speak to Mr Doherty.

If you would like to purchase an instrument at any stage, please talk to Mr Doherty first, as the school may be entitled to considerable educational discount, which we pass directly on to parents. It is advisable to discuss a potential purchase beforehand with Mr Doherty, or your son's instrumental tutor, in order to seek advice about the best options available.

If you would like to register for this scheme, then please complete the relevant section in the booklet entitled "**Private Musical Tuition"**



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