Boarders' Handbook
2026 - 2027

ASHFORD SCHOOL

Inspiring Minds

Introduction

We hope that you will feel comfortable, safe, and happy here, and that you will contribute in many ways to life at our school. Without doubt, the best boarding experiences are those that involve fully immersing yourself into the community, recognizing, accepting, and embracing both your strengths and weaknesses along the way, and stepping outside of your comfort zone to explore everything that is on offer.

The purpose of this guide is to help you to familiarise yourselves with our daily routines and the processes associated with boarding. It is by no means exhaustive, and things will change from time to time for operational purposes. If you are unclear about anything, then please do not hesitate to ask a member of the Boarding Team - we are here to help you, to care for you and to develop the best version of you. We are also introducing specific Handbooks for each House, and these will be launched later this year. These will detail the subtle difference between the Houses and their identity.
Our hope is for all members of the boarding community to seek to achieve the best that they can in all things, with guidance and encouragement from the Boarding Team, and thus enter the world beyond Ashford School as confident, educated, and purposeful young adults. At the core of our ambition is our ethos that everyone adopts our **ABIDES** model of:

Acceptance – Belonging – Inclusion – Diversity – Equity – Support

We aim to create an environment where we all recognise the value and the good in other members of our collective community (encompassing all staff and all students). We respect your views and value your input into how our Boarding Community should run. We want to encourage you to live your life in a way which considers the needs of others and respects their rights and opinions. This means embracing and celebrating individuality, especially our rich cultural diversity and identity, while encouraging pride in our collective community.

We believe in encouraging and rewarding positive behaviour - such as consideration for others, honesty, good manners, and appropriate humour. We also believe in the importance of clear and fair rules, and sanctions to discourage inappropriate behavior. We work in partnership with you, your parents, and/or guardians, and all other staff to help you make the most of your opportunities, and to support you through the difficult times. We all make mistakes, the important thing is to use every misdemeanor and set-back as a learning experience, reframing any negatives into a positive that informs our future decision making.

Steps to Success: We believe it is a privilege to work with young people, and we look forward to bringing out the best in everyone; we really hope you will enjoy working with us! As stated earlier, the more you invest in your boarding experience the more fulfilling and enriching it will become. There is a saying that "*the only thing we ever truly own is our story*" … so with that in mind, now go and write yours!

Welcome to our Boarding Community!!!

(Please note: this handbook is updated during the academic year, the latest version is available on our website)

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Our Boarding Statement

As in all areas of the school, our boarding provision is underpinned by a strong pastoral support system. Boarders are cared for in a friendly and stimulating environment with an excellent range of facilities and opportunities at their fingertips.

Boarding creates the opportunity for students of different ages and from different backgrounds and cultures to come together to live, work, and enjoy themselves and develop skills for life. They help and support one another, discover their talents in the range of activities on offer, and form lifelong friendships.

Boarding Principles

At Ashford School, we aim to prepare our boarders for life. In a supportive and caring environment, we offer boarders opportunities and guidance in order to develop qualities such as compassion, resilience, boldness and self-reliance. Developing these life skills enables boarders to become responsible and mature members of society.

Ashford School boarders are encouraged to aim high and strive to fulfil their potential. We celebrate success and achievement, no matter how great or small, and foster the spirit of mutual peer support. Our boarders come from a diverse range of backgrounds, and we celebrate the range of cultures and faiths within the boarding community, offering opportunities for boarders to discover more about the world around us, and to embrace what it is they find.

We value and celebrate both our diversity and individuality. We offer a wide range of activities and trips and encourage our boarders to take risks and challenge themselves to discover talents and strengths, and skills which will further develop their independence, self-confidence, resilience, and determination.

Boarding Ethos

Acceptance – Belonging – Inclusion – Diversity – Equity – Support

Important Contact Details:

Deputy Head (DSL and Boarding)

Mrs Timms		TimmsN@ashfordschool.co.uk
Telephone		+44 (0)1233 625 171

Alfred House

Houseparent	Mr Barton	BartonA@ashfordschool.co.uk
Assistant Houseparent	Brittany	MccrackenB@ashfordschool.co.uk
Team Email		AlfredHouseBoardingStaff@ashfordschool.co.uk
Duty Mobile		+44 (0)7712 395 709

Brabourne House

Houseparent	Miss Ross	RossM@ashfordschool.co.uk
Team Email		BrabourneHouseStaff@ashfordschool.co.uk
Duty Mobile		+44 (0)7921 678 140

Boarding Registrar

Mrs Bovington — BovingtonN@ashfordschool.co.uk

School Chaplaincy

Reverend Bellamy — BellamyR@ashfordschool.co.uk

Health Centre

Email	HealthCentre@ashfordshool.co.uk
Telephone	+44 (0)1233 739 038

Wellbeing Team

Email — WellbeingTeam@ashfordschool.co.uk

Independent Listener

Will Storr — +44 (0)7767 399 769

Accounts

Email — Accounts@ashfordschool.co.uk

School Reception

Email	Reception@ashfordschool.co.uk
Telephone	+44 (0)1233 625 171

General Rules & Responsibilities (All Houses):

- Always respect the other residents and members of our community – both boarders and all staff
- Room scores are given Monday-Friday, please make sure you keep your personal area clean and tidy
- Please make your bed each morning before going to school, ensuring your blinds are up, curtains open, the lights are off, and the desks and floor space should be cleared. In the event of very warm weather, windows and blinds/curtains should be closed during the day
- Room Inspections occur weekly - this is an opportunity for the Boarding Team to help support you with your personal organisation and space management. This is a non-invasive and quick visual check of cupboards, drawers and desks
- No boarder may enter a dorm, other than their own, without being specifically invited to do so by members of that room and in their presence
- Please feel free to personalise your dorm by pinning posters etc. onto the noticeboards provided
- Any loss or damages must be reported to the Duty Staff immediately
- Pay close attention to both your personal hygiene and your clothing
- Shower at least once a day and avoid leaving that day's clothes lying around your room. Please make regular use of the laundry facilities and book your times with the House Staff. If you need help, then please ask the House Staff for assistance
- All Houses have kitchens that the boarders can access at designated times. Each kitchen is equipped with facilities to help prepare drinks and snacks. Smells and spillages can ruin your personal space, and that of others, which is why the Common Areas are the only places in the Houses where you should consume food
- All boarders must know the evacuation procedure (see notices). Fire exit routes must be kept clear at all times, and you must know where all the fire exits and extinguishers are in your House. Throughout the year, there will be Waking Alarms and tests within normal operational hours to ensure compliance and readiness for any potential evacuation requirements
- You may have visitors to your House - but you must check this with House Staff first and visitors must sign in
- Except for on Arrival and Departure Days, all adult visitors must be accompanied by a member of staff or will need to wait in the Reception area of the boarding house. If you see a stranger in the House, you must tell staff immediately
- Boarders are not permitted to keep pets in their rooms or the school grounds
- The following items and activities are prohibited within boarding, and from Ashford School more generally: weapons, chewing gum, the possession of tobacco containing products, vaping devices and other smoking paraphernalia, and alcohol. This list is by no means exhaustive, and we reserve the right to remove any items we find which we feel may jeopardise the happiness, safety and/or health of our boarding community
- Boarders are not allowed to possess or consume alcohol. Please be aware that it is illegal for anyone under the age of 18 to buy alcohol, tobacco and other nicotine containing products in the UK, and it is illegal to smoke in any of the school buildings including all Houses, and anywhere on site. If you experience difficulties with these expectations, then please speak to the Boarding Team and we can arrange support via the Health Centre, School Doctor and local services
- Cooking and craft knives can be signed into the House Office, for personal use relating to cooking and art. Under no circumstances can knives be kept in dorms. Weapons of any sort, including imitation, are not permitted anywhere on the school site
- Please speak in a language that all in your immediate vicinity can understand. It is acceptable

to speak in your first language within a group of those who share that language, and for translation. However, in an environment in which speakers of other languages are present, including staff, English should be spoken for the purpose of inclusivity where possible

Boarders are not permitted to return to their House during the school day

- You must leave the House by 08:10 having had breakfast, and in order to arrive for Morning Registration on time (08:30)
- Houses will re-open at 15:50
- After School Activities begin at 15:50 and may last until 17:30; some boarders may have private music lessons and tutoring during this time
- On leaving the house, you must sign out using Orah
- On your return to your House, you must sign in using Orah
- If you are not involved in any of these activities you may be free to go into town (in age dependent groups), or visit other Houses – after permission has been provided, and you must remember to sign out / in

Boarding A-Z:

Accidents & Illness:

If you have an accident or are ill whilst in the House, then you should contact a member of staff immediately. If you cannot come yourself, get your roommate to come on your behalf or call the Duty Phone. If you are ill overnight, then please call the Duty Phone and whoever is on Overnight Call will come to help you. If you are ill in the morning then you must alert the Duty Staff during the Morning Routine, so that they can initially assess you to see if you can go to school, need medication or need to visit the Health Centre. If you are ill during Weekend Leave, Special Overnight Permission or during the latter stages of any Holiday, you are not permitted to return to the House to recover unless this has been approved by the Health Centre. Under normal circumstances, you must remain with your family or guardian until you are well enough to return to school. This is particularly important for infectious conditions and gastrointestinal illnesses. Please help us to safeguard the Boarding Community by observing the 48 Hour Rule when necessary. Please also refer to the section titled Health Centre.

If you are ill during the day, and require time out of school, then please be aware that we will continue to monitor your health and well-being in the House. To aid your recovery, Town Leave is not permitted during any days that include a medical absence (excluding appointments).

Bedtime Routine:

By the times detailed below, boarders should have already completed all necessary preparations and be ready to switch off their lights and go to sleep. It is really important to remember that these times are limits and not targets; it is essential for your wellbeing to have adequate downtime, rest and sleep. From 22:00, we expect the houses to be quiet – this means no noise in corridors and no visitors in rooms.

- Year 7 & 8 21:15
- Year 9 & 10 22:00
- Year 11 22:30
- Year 12 &13 23:00

On Friday and Saturday evenings, the House Staff may allow an extension to lights out, which will often be given as a reward for positive behaviour. On Sunday we operate a Quiet Hour and earlier Bedtime Routine. The Common Areas will close by 21:00 and all boarders must be in their rooms by 22:00 at the latest.

Birthdays:

We celebrate birthdays collectively on a weekly basis, usually during a House Meeting or mealtime. If your birthday falls during the holidays, then we will typically celebrate it at the first opportunity during the new Term. If for personal or cultural reasons, you do not want your birthday announced, then please inform your House Parent.

Boarding Administration Platform: Orah

Since 2022, we have been using Orah for our Boarding Administrative needs. Orah is used for all Signing In/Out, Leave Requests, Travel Details, Events, Rewards and Sanctions, and to provide an overview of Boarder Wellbeing. Parents/Guardians will have accounts linked specifically to their

children, for permission purposes, so that consent can be granted for leave and travel. Invitations will be emailed at the beginning of the Year/Term. Boarders' accounts will be linked to their school email address, and the House Staff will explain how to set them up during Induction. It is very important that parents/guardians do not share their account details with the boarders.

For familiarisation purposes, here are some links regarding this exciting and efficient administration platform:

For Parents/Guardians:
https://success.orah.com/en/collections/2964709-parent-guardians

For Boarders:
https://success.orah.com/en/collections/2964712-students

Boarding Routine:

Monday - Friday

Activity	Time
Wake up	07:00
Breakfast	07:30 – 08:15
Leave house	08:10
Registration	08:30
Lesson 1	08:40
Lesson 2	09:30
Lesson 3	10:20
Break (Boarders' Snack)	11:05
Lesson 4	11:25
Lesson 5	12:15
Lunch	13:00
Form Time	13:50
Lesson 6	14:15
Lesson 7	15:05
Activities	15:50
Dinner	17:45 – 18:30
Prep	18:45 – 20:00
Activities	20:00 – 21:00
Boarding houses locked	21:30

Saturday and Sunday

Activity	Time
Staff in duty office	09:00
Breakfast (optional, build your own breakfast in House)	09:00 onwards
Brunch	11:00
Free time / trips	12:00 – 17:30
Dinner	17:45 – 18:30
Activities	19:00 – 21:00
Boarding houses locked	21:30

Chaplaincy, Religion & Faith:

We have and celebrate a rich diversity of culture, religion, faith and tradition within the school. Our School Chaplain, Reverend Richard Bellamy, is available to boarders, no matter their background. Within the Health & Wellbeing Centre there is a Quiet Room that is available for contemplation, meditation, prayer and for some simple quiet time-out. Accompanying this Handbook, you will find an additional document regarding our Chaplaincy Services. If you would like help to locate a local religious institution, and to become a member of a local religious community, then please speak with Reverend Bellamy or a member of the Boarding Team.

Common Areas:

Each House has its own Common Room where you can relax, chat, eat snacks, enjoy a hot beverage, watch age-appropriate TV (including streaming subscriptions), listen to music and play games (Xbox & PlayStation etc). These are shared communal areas, so please remember to be courteous to others using these facilities, and to also clean up after yourself. It is your responsibility to keep the area clean and tidy at all times and in your own interest to look after the facilities within these areas.

Cultural Calendar:

We have rich and varied cultural identity, and heritage, across our Boarding Community. We ask that boarders are actively involved in promoting events that are of particular importance to them and can enrich the experience of the wider community. Exposure to different traditions, and celebrations, helps to build awareness, tolerance, respect and strengthen global perspectives. If you would like to add an event to the Cultural Calendar, then please speak to a member of the Boarding Team.

Discussing Problems:

If something is making you unhappy or worried, what can you do? It is always best to talk to someone; there is always someone who can give you a helping hand and sharing is the first step in caring:

- Is there a friend who can help? An older boy or girl?
- Deputy Head (DSL and Boarding), your Boarding House Staff, Form Tutor or another member of staff
- Interactively, via Orah Mood Mapping or via the Concern Report Form on the Student Voice Team
- The School Nurses, Wellbeing Team or Chaplain
- Ashford School Safeguarding Governor - contact her privately on richardsk@ashfordschool.co.uk

You do not have to be on your own when you talk to someone, you can always have a friend with you or a member of staff. ***If you are aware of another student having problems, it is very important that you let someone know.*** *Can I talk to someone not connected to the school?* Yes, of course. You might want to talk to your parents, your guardian or you can ring one of these helplines:

- Independent Person – Mr Will Storr - +44 (0)7767 399 769
- CHILDLINE - **+44 (0)800 1111**
- NSPCC Helpline - **+44 (0) 808 800 500**

If you have a complaint - **PLEASE** go and see or write to your Houseparent first. If you are still not satisfied, address your complaint to Mrs Timms, timmsn@ashfordfschool.co.uk. If after this, you are still dissatisfied, then contact Mr Currie, curriea@ashfordschool.co.uk.

There are posters in your House which give further details regarding Discussing Problems.

Drinking Water:

Drinking water is available via Filtered Water Machines, at various points throughout the Houses. Please make a conscious effort to use reusable bottles and help us to negate the environmental impact of single use plastic.

Employment & Volunteering:

Normal visa conditions mean that it is not possible to work before a boarder is 16 years old. Within Term time, employment opportunities are limited to a maximum of 10 hours per week.

Evening & Weekend Activities

Every evening and weekend there are a variety of on-site activities to participate in. Whilst our offerings vary each term the normal activities include gym/fitness suite; badminton; basketball; football; tennis; swimming; arts and crafts; and music. In addition to the arranged activities there are Boarding Trips, some of which are compulsory for all boarders. At the beginning of each term a schedule of activities is put together based on suggestions made by the boarding community and Boarding Council. For a flavour of what can be expected, our normal schedule includes activities such as laser tag, ice-skating, paintballing, paddle-boarding, trips to the cinema and shopping; go-karting and much more! We welcome your feedback regarding the range of opportunities and experience that we offer. We also have a Cultural Calendar which is an excellent way to introduce our community to significant dates, occasions and traditions from around the world, and to celebrate them together. Please discuss your ideas with the Boarding Team.

Feedback: Positive & Negative (Complaints)

If you have a complaint, please raise this with your Houseparent initially. If you are not satisfied with the outcome of your complaint, then please raise this with the Deputy Head (DSL and Boarding), Mrs Timms. If, after this, you still feel aggrieved, then you can contact the Headmaster.

If you would like to leave positive feedback about a member of staff, activity, event, meal or any part of boarding life, then please communicate your thanks directly to the staff member concerned. For general praise and positive feedback, please communicate this to your Houseparent or the Head of Boarding.

Fire Safety:

Please make yourself aware of the nearest fire exit, and other possible escape routes from your room and the Common Areas in the House. There will be at least one Fire Alarm practice every Term. This will either be a Waking Test (before 07:15) or during the Evening/Weekend. You will not be warned about any practice and should always react in a prompt and calm manner, as if it was a real emergency. If you discover a fire, then you should raise the alarm using the Break Glasses and vocally as you exit the building. If it is safe to do so, then please close windows and doors as you go. Misuse of the Fire Safety equipment is very serious and will result in charges for replacements and a high-level sanction.

You are not permitted to smoke (including e-cigarettes/vapes), or cook in your rooms (rice cookers, soup makers, hot plates, toasty machines, microwaves etc. will be confiscated). Kettles and coffee machines are also not permitted outside of the Kitchen. Candles are forbidden, so too are electric blankets and heaters. Hair straighteners and similar products should not be left on the floor, or soft furnishing, and should always be allowed to cool down before being stored in a heat-resistant case.

Fitness Suite: Nightingale Gym

The Fitness Suite has a variety of equipment aimed at fitness enthusiasts and to help enable students to achieve greater physical wellbeing without needing an external contract. With Parental Consent and following an Induction by a member of the PE Department, students will be permitted to use the equipment at specific times. Depending on your age, and parental consent, it is also possible to join a gym or health club locally.

Flexi-Boarding & Occasional Boarding:

Depending on appropriate capacity, we do occasionally welcome Occasional Boarders into the Houses. All Occasional Boarders must follow the same rules as our Full and Weekly Boarders. In addition, all necessary compliance documents must be completed in advance and all Occasional Boarders must complete a Fire Safety Induction when they join their House. Flexi-Boarding, which allows a stay in boarding for the same 3 nights per week, for a minimum of a Term may also be available. Please contact the Boarding Registrar for any Occasional and Flexi-Boarding enquiries.

Golf:

Ashford School have agreed a partnership with Kingsnorth Golf Club, to allow access to their facilities at a discounted rate. Junior Membership (u18s), costs £100 and you will then be able to potentially attend sessions as part of Senior Games (Year 11-13), and as part of the Boarding Activities. Within the Boarding Activities, we will look to arrange a weekday evening for sessions at the driving range throughout the year and 9 holes during the Spring/Summer Term. If you are interested in, then please speak to a member of the Boarding Team.

Guardianship:

IMPORTANT - It is a school requirement that every overseas boarder has an appointed guardian in the UK; this also applies to boarders over the age of 18. Please ensure the school has your guardian's name and contact details.

Please read our guardianship policy School Policies - Ashford School

If your guardian is away, then a replacement should be available and their contact details made available to the school. Please communicate these details to the Visa Coordinator, as the need arises.

At the beginning of each new school year, we host a Welcome Event for all new boarders, parents and guardians.

The Health & Wellbeing Team

As well as our committed Boarding Team, Form Tutors and Heads of Year, we are supported by the Nurses in the Health Centre and the School's Doctor. Boarders are encouraged to use these facilities for medical issues as well as for help, advice and guidance on difficult matters that they might face as they grow older.

Our Health Care Team consists of four qualified nurses, one experienced Nurse Assistant and the School Medical Officer.

Alex Hampson (Lead Nurse and Health Centre Manager)
Charlotte Oliver (School Nurse)
Alex Bursey (School Nurse)
Jenny Shaw (School Nurse)
Kirsty Oaten (School Nurse)
Jane Moczulski (Nurse Assistant)

Boarders can attend the Health Centre for emergency treatment or if they become ill during the school day. Often minor problems can be treated at school, allowing the boarder to return after a short break and not miss lessons.

All students - whether day or boarding - must have a guardian who lives within close distance, who is able to act as a parent would for illness/injury if required. If you are unable to collect your child during the day due to work commitments or distance from the school, it is expected that another responsible adult/guardian will be available to do so.

Boarders who are not permitted to attend school or to stay in the Health and Wellbeing Centre during their illness will be referred to their guardian.

We ask that boarders do not return to school until fully recovered from any illness. We follow the Health Protection Agency guidelines for schools on exclusion as well as safe return to school. This ensures consistency and clarity in treating students as well as reducing the risk of spreading any infection to our more vulnerable students.

In case of an emergency parents will be contacted by the fastest means available. Please ensure that the school has up to date and accurate details of how you may be best contacted. It is important to inform the Health Centre of any significant changes in your child's health, or if they are on a temporary – or permanent – course of medication.

Parents/Guardians are very welcome to book an appointment to visit and can telephone or email the nurses to discuss any health concerns for their child whenever necessary. They will also be able to arrange telephone consultations for parents of boarding students, with the School Doctor should this be required.

Boards will usually be registered with the School GP, Dr Louise Riches. All boarders are treated under the NHS for both routine and urgent care, but the school does offer private BUPA membership which can be accessed for planned appointments with specialists. Information regarding this will be sent to prospective boarders or you can contact the admissions office for further information.

Contact Information for the Health Centre
Telephone

Health Centre Direct Line	+44 (0)1233 739 038
Office number	+44 (0)1233 625 171 ext 395 ext 315
Email:	HealthCentre@ashfordschool.co.uk

Health Centre Opening Times

Monday-Friday	08:00—17:00
Saturday and Sunday	Closed
School Doctor Surgeries	09:00—12:00 Thursday (By Appointment Only)

On Call Nursing cover is available seven days a week, outside of normal opening hours. At other times in the week appointments can be made with either a male or female Doctor at the Kingsnorth Medical Practice.

If you don't want other school staff to know you are attending the Health Centre then you can choose to visit at break time, lunch or in free time. Your visit to the Health Centre will be confidential and if the Nurses or Doctor needs to pass information on, they will first let you know.

Holidays
Please do not send your child back to school after the holidays if they are unwell. If you are in any doubt about them returning to school, please consult with the Nurse on duty at the Health Centre. Please also advise the Health Centre nurses if your child falls ill during the holidays and is prescribed a course of medication, which overlaps into term time.

Vaccinations
The Health Centre requires accurate and up to date records of all previous vaccinations. This must be submitted by parents before their child starts at school, via their online Health Questionnaire. The School Nurses will NOT routinely immunise students that are not up to date with the UK schedule. However, if you require your child to be in line with the UK vaccination timetable, we can get this arranged at your request.

The Kent Community Health Foundation Trust Immunisation Team will attend and immunise children, with parents' consent as required by Department of Health Policy. Parents will receive notification in advance and will be required to complete an online consent for all pupils under 16 years of age. Information regarding the specific vaccine will accompany the consent form when it is forwarded to the parent. Pupils over the age of 16 are legally covered to consent to their own treatment. Please highlight on your child's Health questionnaire if you wish particularly to be contacted before vaccines are given to those over 16 years of age.

Travel Vaccinations
The Health Centre staff will be happy to give advice regarding holiday vaccines for those occasions not linked to school activities. Please inform us of your child's holiday destination and dates as soon as this is arranged. We can then check their vaccination record and advise accordingly. Most travel vaccinations are not available on the NHS and your child will be recommended to attend a private travel clinic as required.

Confidentiality
All pupils, whatever their age, have the right to medical confidentiality. They can speak to the nurses knowing that no information will be passed to a third party without their knowledge. Confidence will be maintained unless there is a safety risk to the pupil or to someone else they have discussed. Consent will always be sought from the pupil prior to the release of sensitive information.

All medicines brought from home must be detailed in writing (in English) to the Houseparent, and this must be handed into staff as soon as you arrive at your Boarding House. All prescriptions, and controlled medication, will be checked by the Nursing Team and/or School Doctor.

In almost all cases medicines should be administered in the Health Centre, or by a trained member of House Staff. Medication must not be kept by boarders, unless approved by one of the nurses in our Health Centre.

Boarders should never give medicine to anyone else and should store such medicine in a lockable cupboard when not in use (in the reception area of each Boarding House).

Wellbeing Team
The school's Wellbeing Team work in close collaboration with the Health Centre Staff, and the Boarding Team, to offer a holistic overview and promote positive practice and targeted support where necessary. Within our boarder-centred approach, we engage in weekly Mood Mapping to help boarders become more self-aware of their own mental health and well-being. Throughout the year, and particular in the lead up to public examinations, there will be sessions that help boarders manage academic pressure and associated stress. As with any physical illness, please let us know if you need our support; sharing any struggles is the first step in self-caring. Mood Mapping occurs via Orah, routinely on Monday and Friday but can be used by boarders at any time to indicate how they are feeling.

Jess Grimes (MBACP, Dip. Counselling)
Emma Boraston (Maternity cover)
Nel Gorman (Wellbeing Practitioner & Counsellor)

House Duty:

All boarders are expected to contribute to the Boarding Community through service to the House. Each week there will be allocated boarders that work to ensure the Kitchens, Common Areas and Laundry Rooms are kept clean and tidy. For the Kitchens, this will include helping to load and unload the dishwasher, emptying the bins if necessary and general cleaning, if the space has been left in an unacceptable condition. There is a collective responsibility to effectively manage these spaces and if everyone plays their part, then House Duty is a quick and easy process.

House Teams (Tutor Groups):

All boarders are allocated to a Boarding Tutor who becomes the link between the school and the House, and also to parents/guardians. Meetings occur on a 1:1 basis every half-term to discuss progress, aspirations, feelings about the House and general pastoral issues.

Language:

The official language of the school is English. We encourage all students to use English as often as possible. It is understandable and acceptable to use your first language from time to time and with your friends in the House. However, please remember to ensure that the use of your first language does not exclude other boarders from any activity or interaction. We would expect that in whichever language you are communicating that you are always considerate and respectful with the words that you choose.

Laundry:

There are washing machines and dryers located in each House, which boarders should use to wash their clothes. Washing powder is provided. When using the laundry facilities, boarders are expected to be considerate and must not remove other boarders' clothes. Please talk to the House Staff if you need to use a machine that has finished its cycle but still has clothes in it. Please do not worry if you have not used a washing machine before – the House Staff will be happy to show you how they work, and all boarders must complete an appropriate induction.

We strongly encourage you to change out of your school clothes when you return to the House. This

helps with disassociating the House from the school and recognizing that the school day has finished, and you are now “home”.

Leadership Opportunities:

We offer several opportunities for boarders to gain leadership experience and/or positions of responsibility.

Boarding Council: The Boarding Council meets once or twice per Term. It is made up of the Head of Boarding, House Parents and all Boarding + Resident School Prefects

House Prefects: Prefects act as positive role models in boarding and assist the House Staff with Morning and Evening Duties; they also represent the main point of contact for Student Voice within the Boarding Community. This leadership responsibility also comes with some additional privileges. If you are interested in becoming a Prefect, then please speak with your Houseparent.

Boarding Committees:
Catering Committee - Meet once per half-term, with the Catering Team
Social Committee (Activities & Trips) - Meet once per Term with the Boarding Activities Coordinator, to shape the next Term's schedule of opportunities

These committees have representation from designated House Prefects, plus some specially invited boarders. If you are interested in being part of one of these committees, please speak to your Houseparent.

Boarding Buddy: Any boarder can be asked or request to be Buddy for a New Starter. This is a very fulfilling role as you pass on your experience, advice and guidance over the first 2-3 weeks of life at Ashford School.

There are other possible leadership opportunities through coaching, clubs, activities, and peer mentoring. Please speak to the Boarding Team if you have interests/skills to offer and would like to get involved.

Leave Arrangements (Town Leave & Special Permissions):

With permission from House Staff, all boarders may go to town between 15:50 and 18:30 week-nights (unless involved in a lesson, fixture, club, activity or are sanctioned).

Boarders in Years 7-9 are not permitted to leave the school site alone. They should be in groups of 3 or more, or have an older boarder accompanying them. After gaining permission from staff, all boarders must Sign Out and Sign In again upon their return (using Orah).

It is expected that boarders will remain on site after Prep, where they may take part in supervised activities, relax in their House, visit friends in other Houses, carry out additional study or use the school’s facilities. Unless there is a very good reason (such as a birthday party or cultural event), Junior Boarders (Y7-9) will normally not be allowed free time off site between 20:00 and 21:30. If you do wish to request Town Leave for after Prep, please submit it via Orah at least 48 hours in advance, for consideration.

Sixth Form boarders may have the privilege of Town Leave after Independent Study is completed, but

they must return by 18:30 during the winter months and 20:30 during the summer term. Ideally boarders will be in pairs or more.

An important note to remember, boarders are not allowed to accept lifts in non-school vehicles, unless written permission has been given by parents or guardians.

Weekends - There will be a range of activities and trips offered by school staff. You may need to sign up to go on these and others will be compulsory for specific Year Groups, Houses or the whole Boarding Community.

- In the absence of any sanctions, all boarders will be allowed free time off site during the day on Saturday and Sunday. It is still compulsory to attend all school meals (unless this has been previously agreed with your Houseparent)
- For Year 7-10 the maximum permission length is 1.5 hours
- For Year 11-13 the maximum permission length is 3 hours
- For permission requests that exceed these time limits, parents/guardian must approve the request via Orah and then House Staff will give the final permission
- Any day permission lasting more than 5 hours over the weekend will require a telephone check-in with the House Staff
- **All boarders must** sign out and sign in again on their return, using Orah
- With the consent of parents/guardians via Orah, boarders may go further afield at times, such as visits to Canterbury or London, and final permission must be given by the Houseparent
- Permission for Weekend Leave, and Special Permission (over the permitted length and/or outside Ashford), that occur over the weekend, must be received and approved via Orah by 22:00 on Wednesday
- Parents/Guardians are welcome to personally collect boarders at short notice

Overnight Leave - if you wish to stay out overnight, your parent/guardian must have communicated the details via Orah. For weekend arrangements, they must be requested by Wednesday night each week. If you will be staying with another student, then their parents must also verify the details via Orah, accepting responsibility for you whilst you are with them. In any case, the Host must always approve your permission and where applicable, the stay must satisfy and comply with visa conditions and expectations. House Staff reserve the right to refuse any permission if these conditions have not been met, or if there are House Sanctions in place.

Contact - you must ensure that you have the House mobile and other important school phone numbers stored on your mobile before you go off-site, and that your device is fully charged. You must also ensure that your Houseparent has an up-to-date record of your mobile number. This will only be used for checking in and for emergencies. Boarders going on a school trip/fixture must remember to give the full details to their Houseparent.

REMEMBER: No-one can leave their House, the School Grounds, or an activity, without gaining permission from House Staff and Signing Out. All boarders must Sign In again upon their return to their House.

Mail & Deliveries:

All mail and deliveries should be addressed to the specific boarder, using the main school address, and detailing their House. For example:

Mr John Smith
Ashford School (Alfred)
East Hill
Ashford
Kent
TN24 8PB
United Kingdom

We reserve the right to request that packages are opened in front of staff, to audit and safeguard what is coming into the Houses.

If you have received a parcel, your name will be added to the House Noticeboard for prompt collection from the House Office, or from the School Reception for a signed collection.

Mealtimes & Food:

Monday to Friday:

- Breakfast 07:30 – 08:15 (no return to boarding houses after 08:10)
- Breaktime Snack 11:05 – 11:20
- Lunch 13:00 – 13:45 (from 12:30 for Sixth Formers with a Study Period)
- Dinner 17:45 – 18:30

Saturday & Sunday

- Breakfast 09:00/09:30 (Optional, build your own breakfast in House)
- Brunch 11:00-12:00
- Dinner 17:45-18:30

Boarders should be punctual at all times and attend all meals which are provided in the Refectory. Attendance at all mealtimes is mandatory, and the House Staff always conduct Roll Calls (registers) for breakfast/brunch and dinner. Boarders must wear school uniform for breakfast and lunch (Monday to Friday). Boarders must be suitably dressed in clean and appropriate clothing for every other meal. Boarders must refrain from using their mobile phones and other such devices while in the Refectory. All boarders must clear away their own trays, plates and cutlery. Only Refectory food can be consumed in the Refectory and food must not be taken outside.

Menus will be displayed in the Houses, and we value your thoughts and ideas in shaping our catering provision. As ever, Student Voice is instrumental in ensuring our provision of food is as strong as it can be, therefore positions on the Catering Committee can be made available should you seek to obtain a position of responsibility within boarding.

If you have a specific dietary requirement, food intolerance or allergy, then please ensure that this has been communicated to the Health Centre and Catering Team.

House Snacks:

Our Refectory produces an excellent variety of meals but essentials, such as cereals, milk, bread, eggs and fruit, are available within each Boarding House, you just need to ask if the fridges or baskets need replenishing. Treats are available at the weekends.

Takeaways:

Takeaways are permitted in the Common Rooms, twice per week and for some special occasions. The exact days and times will be detailed in your House. On such occasions when food is ordered for delivery, permission must be sought first, and it must be delivered before 21:00. Please remember that food is not permitted in your dorm.

Mobile Phones & Devices:

You may bring your mobile phone into the House and can use it during your free time. It must not be used during the school day, during Prep, during activities or after the lights are out.

Each House has access to an Office & Duty Phone, and a quiet and secure place where you will be able to contact home privately, you just need to ask. Please ask family/friends to call in the evenings, after Prep, or at the weekends where possible. If you need to contact home during the school day, then you can ask Reception to use the office behind Reception.

If you change your phone number, you must inform a member of the House Staff. Whenever you leave the House, you must take your phone with you, with the Duty Numbers stored, and with adequate charge, so that we can contact you as required.

For our Year 7-11 boarders, and those that find it more difficult to manage their screen time and usage appropriately, we do collect devices overnight from Sunday to Thursday.

Money, Valuables & Possessions:

We expect all boarders to understand the need to respect the property of others. Please ensure you keep your valuables safe - all rooms are provided with lockable storage.

Overseas boarders should hand in passports and National Identity Cards (where applicable) to House Staff for safekeeping. It is useful to keep a record of the serial number of any items of particular value (e.g., mobile phones & laptops). In addition, valuables should be fully insured before being brought to school. Clothing and valuables should be clearly marked with the owner's name.

Any large sums of money must be declared in advance and should be handed directly to the Accounts Department. However, there are limits to the amounts we can accept and hold due to compliance regulations and insurance. If in doubt, please contact the Accounts Team directly: Accounts@ashfordschool.co.uk . Please make your Houseparent aware of any large sums of cash you may have. We strongly advise all boarders to open their own bank account with a local bank (HSBC, Barclays, NatWest etc.), or an App based service (Revolut, Go Henry etc.), and ideally before arriving at the school. You may need the support of your guardian, and a letter from the school to achieve this.

As society becomes increasingly cashless, pre-paid cards could also be an option for some boarders. In addition, it may be possible to use your existing account, from your home country, and potentially NFC payments via your mobile phone. In relation to physical Pocket Money, our holding limit is £100 per boarder.

Upon entry to the Houses, we reserve the right to request the contents of bags to be shown to staff. If this request is rejected, then the bags cannot enter the House and will either be confiscated and returned at the end of Term or can be collected by your parents/guardians.

New Starter Check List - Essential items for living in boarding

- Toiletries (toothbrush/shampoo/etc.)
- Appropriate range of home/casual clothes. Casual shoes/trainers
- Alarm clock
- A UK sim-card (for your mobile phone)
- Optional: Small electrical items as required e.g., mobile phone and hairdryer
- Optional: Pocket Money Cash (£100 limit, to be kept in the House safe)
- Recommended: UK debit card, pre-paid card or NFC payments via mobile devices
- Bedding (we do provide Duvet/Pillow/Covers, but many boarders choose to bring their own)
- Towels – 2 x bath towels and a hand towel
- Plate, Bowl, Cutlery, Mug and Glass
- Something from home; it is very important to have something familiar that is easily accessible to remind you of home

All Houses must follow Health & Safety guidelines. As electrical and electronic equipment can present Health and Safety risks, we impose the following restrictions. All items will be Portable Appliance Tested (PAT) by an external company. If your electronic device requires an adapter, then it is unlikely to pass our safety inspection. Please ensure, where possible, that electronic equipment comes with an authentic UK 3-pin plug power cable.

Allowed þ J	**Not Allowed ý L**
Laptops/Notebooks/Tablets/Mobile Phone	Televisions
Cameras	Rice Cookers/Kettles/Heating Elements
Hair Dryers/Straighteners (with heat mat)	Toasters/Panini/Toastie Makers/Fridge
Musical Instruments	Electric Heaters/Fires/Blankets
Portable/Handheld Games Consoles	Candles/Hot Oil Diffusers/Incense
Reed Diffusers	Multiple Extension Leads/Cables
Fan	Pets
Safety checked Extension Lead (x1)	Conversion Adapters & Voltage Switches

Please note, when asked to pack up your rooms (at the end of term, for example), a maximum of 2 boxes will be provided by the school – which will be safely stored during holiday periods. One suitcase may also be stored in the Boarding Houses, or with an external company, when term finishes. Any additional boxes are chargeable.

As previously stated, is important that rooms are kept tidy daily. To ensure an excessive number of items are not brought into boarding, it would be appropriate for each boarder to arrive with one large and one small suitcase – both of which can be easily stored during term time.

Boarders will not be permitted to store more than two large suitcases in their House during term time, and should a boarder exceed the number of boxes or suitcases, storage charges may be applied.

Prep Time (Supervised & Independent Study):

Prep is from 18:45 to 20:00 Monday to Thursday. This is a time for quiet, productive study, supervised by senior boarders and staff. Junior Boarders (Year 7 to 10) will undertake Prep in Common Rooms, while the Senior Boarders (Year 11-13), without academic concerns, may be permitted to work in their rooms.

It is important to note that while we afford a degree of self-management and independence to our Senior Boaders, we will intervene with a bespoke approach for those boarders that struggle to use their time effectively and thus require further support. After each assessment period, Heads of Year will discuss students who fail to meet their homework targets or grade expectations. They will be required to join Junior Boarders in the Common Room during prep, and we will offer an additional Prep Session on Friday (17:00-18:00), to help them reach the expected requirements. If you have an activity/fixture that goes beyond 17:00, then you will complete that commitment and then join Prep/Independent Study.

Private Tutoring:

The school offers various support networks through clinics, workshops, activities and clubs and we would encourage you to use all of these before engaging with a Private Tutor.

If you do plan on using a Private Tutor then please speak to the Houseparent and your Subject Teacher/Head of Department to discuss these requirements beforehand. This is very important to avoid syllabus/curriculum clashes. If a Private Tutor is agreed, then the sessions must occur outside of Prep and community time (meals/House events).

For safeguarding purposes, the school will require a copy of the schedule and the details of the tutor, a copy of their DBS certificate, and the company they work for. If Private Tutoring is agreed by the school, then please be aware that it is an extension of Prep and not a replacement. If your Private Tutoring does take place during Prep, then additional Prep Time will be provided on the same day, in exchange for the usual Town Leave.

Rewards & Sanctions:

Rewards seek to incentivise positive behaviour and range from acknowledgement of specific achievement in House Meetings, emails or postcards to parents, to the tangible, physical rewards and the opportunity to represent your House and/or the Boarding Community as a Boarding Prefect or on a Boarding Committee.

Equally, our sanctions exist to deter boarders from displaying inappropriate behaviour and conduct. For more serious misdemeanours you will be spoken to by your Houseparent or by the Head of Boarding. All misdemeanours and sanctions will be recorded and communicated to parents/guardians as required. Any potential Gatings (being limited to your room, House or the school site) will be explained to you when they are being issued and what we expect either immediately to rectify the issue, or in the future to avoid a repeat occurrence.

Sanctions are avoided as far as possible and are only used to make it clear that poor behaviour/decision making will not be tolerated. We all want to live and work within a happy and thriving boarding community, and our rewards and sanctions are designed to reinforce the positive and disincentivise that which we feel has no place in our community. The Sanctions Flow Chart is displayed in the Houses and offers some possible scenarios and outcomes. Please remember to always focus on the learning opportunity in any mistake. Mistakes should be reframed to help inform future choices and to promote personal development.

Rooms:

We have a variety of rooms that are used to accommodate our boarders; these vary from House to House and are usually arranged by age and responsibility. Where possible, if sharing, you will be roomed with a boarder from a different country and in the same Year Group, but you will be able to give your preference of roommate. Weekly Boarders usually share with other Weekly Boarders, to avoid Full Boarders being frequently left alone over the weekends.

It is common practice to change dorms during the course of the year. This is to encourage greater social interaction, and to enhance cooperative and communal living within our community. Please support this core component to living in a boarding school.

We use single, twin, triple and quad rooms. These include some with ensuite facilities and some sharing toilets and shower facilities. The vast majority of our beds are traditional single beds; we do have some Cabin Beds, Study Bunks and Bunk Beds also. If for any medical or mobility reasons these beds are unsuitable for you, then please make this known during the admissions process and prior to your arrival.

Due to the accumulation of property during each boarders' stay at Ashford School, we have introduced the following regulations for boarders leaving personal belongings during the holidays. You will only be allowed to leave one large suitcase and a maximum of 2 boxes in storage at the school during the holiday periods. Everything else will need to be either taken home with you or arranged (by you) to be left behind with guardians or friends. Nothing is to be left in the rooms. Additional storage costs will be charged for boarders that exceed these conditions (approximately £25 per box).

There is a £50 cleaning charge for any rooms left in a poor state at the end of the academic year.

Room Searches:

From time to time, it will be necessary to conduct room searches, for safeguarding purposes and in response to certain higher risk situations. These searches may occur with or without the boarder being present but will always be conducted by two members of staff. One member of staff will conduct the search while the other observes the process. In the event of a Room Search, or confiscation, a written notification will be left to inform the boarder, and a follow-up meeting will take place with the Houseparent or Head of Boarding. In the event of a confiscation, parents and guardians will also be informed.

Rubbish & Recycling:

Please make a conscious effort to separate your waste into General Rubbish and materials that can be recycled. The external bins are colour coded for their contents.

- Yellow Lid: General Waste (Non-Recyclable, mainly food waste)
- Blue Lid: Paper & Cardboard
- Green Lid: Mixed Recycling (Metal, Glass & Plastic)
- Completely Yellow Bin: Clinical Waste (Personal Hygiene Products, First Aid, Medical and Soiled Items)

Please also be mindful of your purchasing habits and think of the environmental impact of where you source your belongings and what they are made from.

Sex & Relationships:

It is understandable that from time-to-time relationships will form between boarding students. Actions that make other members of our community uncomfortable are not acceptable.
Public displays of affection, gratuitous acts and sexual intercourse are not permitted within the school environment. Students involved in a relationship of any variety should not be alone together, either behind closed doors or within the school site.
If you require any guidance on safe relationships, then please speak to a member of the Boarding Team, Health Centre or Wellbeing Team.

Signing In/Out:

All boarders must sign-out when they leave the Boarding House, and sign back in upon their return. This is to ensure boarding staff are fully aware of the whereabouts of all the boarders under their duty of care. All movement in and out of your House, and across the school site, should be logged using Orah.

In the event of an evacuation, Orah will be used as a register, so it is vital it is accurate at all times. Further details about these processes will be explained to you as part of your induction to boarding. Signing In/Out is mandatory and non-negotiable, it is the golden rule in boarding.

Failure to adhere will result in a loss of privilege.

Site Security: Access Cards, Keys & CCTV

To access any of the buildings within the school grounds, you will need an electronic Salto card. This will allow you to enter and exit your House and the school grounds at specific times. It also helps to prevent anyone outside the school from entering. Please do not allow visitors or strangers onto the site, unless accompanying them to Reception or the House Office. All staff, students and visitors should always be identifiable by their lanyards and badges. Please be vigilant when transiting across the school site and close any gates and doors behind you.

In the event of your Salto card being damaged or lost, you must inform a member of staff. During school hours this should be done at the main school Reception, and you should contact your House outside of these times. Please note - If you have lost your Salto card, then there is a minimum replacement charge of £10. Please DO NOT lend your Salto card to anyone else.

Upon request and considered on a case-by-case basis, you can be issued with a key for your room, and should you choose to take one – you may wish to lock your room when you leave. A lost key must be reported immediately and there will be a minimum charge of £50 for a replacement. All keys must be handed back to the House at the end of a term. We pride ourselves on being a very safe and trusting community, so we encourage boarders to be responsible with their belongings and keep their doors open/unlocked, except when showering/changing. For your safety and security, CCTV is in operation at various locations across the school site, including at the entrances to all Houses and in the Main Common Rooms.

Travel Arrangements:

The School Term Dates are published on the school's website well in advance. **All students are expected to stay for the duration of each Term.** **https://www.ashfordschool.co.uk/about-us/term-dates/**

We ask that any travel arrangements are made outside of the School Terms, and in order to have sufficient time for travel to the airport (usually Gatwick or Heathrow) and to check in, a boarder needs to leave Ashford School five hours before their flight time. Therefore, a boarder should not fly before 17:00, when term ends at midday, or before 21:00 when term ends at 16:00.

Boarders are able to stay in boarding for the night on the last day of a term, or half-term for no additional charge, if they are travelling a long distance the next day. This can help with booking suitable flights so that boarders do not miss any schooling. However, this must be arranged in advance with the boarder's Houseparent. The Houses will close at 10:00 the following morning.

At the end of each half-term and end of term we ask that we are provided details of where each boarder will be spending their leave period. We ask that the details that we receive are both accurate and complete. These details should be communicated to the House using the relevant leave request option on Orah and using the appropriate Travel Form (also on Orah).

This information is used to ensure that the boarders are kept safe, are visa compliant, and we are able to tell the relevant authorities if they request this information from the school. Any taxi transfer bookings will incur a charge and can be added to your school billing.

PLEASE NOTE - boarders must be back the day before the beginning of the Term so that they are ready to start the new Term the next day. We strongly encourage boarders, particularly New Starters, to arrive in advance of this and to stay with their guardians. This allows some time to adjust to the time, climate, food and to build a stronger relationship.

Wherever possible, no boarder should miss any lessons for travel reasons.
If you have any difficulties with your travel arrangements, then please speak to your Houseparent.

Only the Senior Leadership can authorise a travel related absence from school.

Requests must be submitted via MSP or Headmaster@ashfordschool.co.uk

Boarders should aim to return by 19:00 at the end of any holiday.

Uniform & PE/Games Kit:

You are required to wear school uniform throughout the school day. You must be well presented at all times, with clean and tidy uniform, shirts tucked in, skirts to the knee, and ties and blazers worn in accordance with school rules.

In the event of uniform being damaged or lost, please inform your House Staff so that they can liaise with the school. If you need to purchase new uniform for any reason your parents will need to order online and have the uniform sent to the school. There is a selection of second-hand uniform available from the Estates Office, but this is subject to size and availability. This can be viewed by making an appointment with the main Reception. Please ensure all items of clothing are named.

You will also require the school's PE/Games kit for all sports lessons. Full uniform expectations can be

found on the school website:

https://www.ashfordschool.co.uk/about-us/school-uniform/

Vehicles:
With parental consent, and after passing any necessary licensing test, boarders are allowed to bring their vehicles to school. Due to limited parking, any vehicles would need to be parked off site and at the owner's risk. All vehicles must be well and regularly maintained, street legal and fully insured. Without parental permission from both sides, and approval from the Head of Boarding, boarders are not permitted to provide lifts to other members of the school community.

Virtual Private Networks (VPNs):
The school network does not allow the use of VPNs. If you are using a VPN on your own device, and using your own data connection, please ensure that your activity is compliant with UK law. The use of VPNs is not illegal, however, using them to access geographically specific content, without a reciprocal licensing agreement in the UK, can leave users vulnerable to legal action and large fines. This is particularly true in relation to live sport, movies and series. As a general rule, if you cannot watch it for free in the UK, or with a local subscription, then you probably should not be viewing it via a VPN. For specific details refer to the provider in the home country, the license/rights holder in the UK, and current legislation.

Please do not use a VPN with Orah because this will likely result in a rejection of your permissions, due to a potential clash of IP addresses. Orah identifies each device's IP address at log-in, to safeguard against non-authentic permission requests. VPNs can provide up to 100 users, or in some cases more, with the same IP address.

Weekly Boarding:
Weekly Boarders are expected to leave the House by 17:45 on Friday and return by 17:45 on Sunday. Requests for arriving later, or directly on Monday morning, should be communicated to the House Staff.

Weekly Boarders can stay in the House on Trips Weekends to allow participation and for 1 weekend per Term, free of charge. Additional stays are charged in accordance with the published rates. Weekly Boarders are also permitted to stay on Friday night, to facilitate any sport, music, drama or CCF commitments that may fall on a Saturday.

Parents/Guardians collecting Weekly Boarders should wait in the Reception Area of the House for their child/boarder, before signing them out for the weekend. Weekly Boarders are usually allocated rooms with other Weekly Boarders.

Wi-Fi & Internet Safety:
A limited bandwidth Wi-Fi connection is available to all students and across a maximum of 2 devices. Devices (MAC addresses) can be registered with IT via the House Staff, to avoid network issues. The Wi-Fi is intended for study purposes and to allow communication with home.

Please be aware that the school operates filtering and monitoring of all network usage. Illegal activity, abuse of the network, inappropriate searches, the viewing of harmful content, private networks and

range extenders will all result in intervention from the IT Team and the Boarding Team.

The Wi-Fi connection is disabled overnight from midnight until 05:00, to promote a healthy sleep pattern. Safe use of the internet and devices are promoted through IT lessons and PSHE lessons throughout the year. If you would like further advice on age-appropriate content and Apps, legitimate websites, social media usage and screen time management, then please speak to a member of the IT Team or Boarding Team.

IT Team: ictash@ashfordschool.co.uk

Declaration

It is very important that you have read these points very carefully and please do ask any questions if you are unsure of the content and require clarification. If you do not understand any of the language or terminology, then please use translation software/services where necessary. Your signature of understanding and compliance is required.

Having read this handbook, please print, complete and return a copy of this declaration to your Houseparent/Assistant Houseparent at the start of the Academic Year.

We have read and understood the Ashford School Boarders' Handbook for 2026-2027, and accept and agree to the conditions, procedures and expectations outlined therein.

Boarder

Name ……..

Signature ……..…

Date ……..

Parent/Guardian

Name ……..

Signature ……..…

Date ……..