



Student Going Off-Campus Policy

Related documents include:

- Student Induction Policy
- 'Visiting Local Amenities' Poster
- Risk Assessment Local Amenities
- Parental Permission Slip

Legal Status:

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal
- The Head of Boarding will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- The next official date for review is **September 2018**

Introduction

During the Academic year at Abbey College we generally accept students aged thirteen plus, and it is College policy that these students can leave the College campus to walk to the 'local amenities'. This allows students to walk ten minutes down the road to the local garage and/or McColls. This policy is communicated to the parents via the College website (www.abbeycollege.co.uk) and the Student Guide which is sent out to prospectus parents, which states:

'During the academic year all our students may access local amenities within walking distance of the College during appropriate hours without staff supervision providing they follow the appropriate systems'.

The '**appropriate systems**' referred to above include:

- Students not leaving the College between 08:30 and 16:00
- Students using the signing out and in book in Reception

If a student wishes to travel further than the local amenities, then the College requires written permission from their parent(s). An email was sent out with a permission form attached that parents were asked to return.

Once the College has received a signed form this information is recorded on CLASS and is displayed in Student Services. As permissions continue to come through, the Academic Registrar forwards any new permission slip to the Head of Boarding who updates the information in Student Services.

This permission is incorporated into the initial parental questionnaire.

Produced by:	CS	Date:	25/01/2016	Checked by:	MW	Date:	10/09/2017	Approved by:	MW	Date :	10/09/2017
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ABBHEY COLLEGE IN MALVERN

If a student goes off-site and they do not have permission, they are phoned and asked to return. Their parents would then be contacted.

Students are aware of this system and are regularly reminded that permission is required in their inductions, through assemblies and weekly House Meetings.

It is also important to remember that whilst our students are familiar with rules and precautions associated with crossing roads in their own country, these rules may differ in Great Britain. Students are reminded of the precautions to take when crossing the road during their induction and also through posters displayed on house notice boards. The contents of this poster are a result of the risk assessment for students going off campus, this is available from the Z: drive and has been emailed to all members of the boarding team.

However, the above does not apply to students who, whilst they may fall in the age bracket, the College feels are too immature to deal with the risks associated with leaving the College and crossing the road.

Students aged eighteen and above do **not** require permission to leave the campus, but they do have to follow the College Rules for when they can go off campus and **they must use the signing out and in book.**

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