



KENSINGTON  
PARK SCHOOL

# PRINCESS BEATRICE HOUSE

## PRE ARRIVAL INFORMATION





# Contents

4	<u><b>Our Boarding Community</b></u>	12	<u><b>Extra Curricular</b></u>
	The Boarding Team Our Aims and Values		Common Room Trips and Activities
5	<u><b>Arrival and Induction</b></u>	13	<u><b>Living in London</b></u>
	Arrival Induction Important Documents		
6	<u><b>Daily Routine</b></u>	14	<u><b>Pastoral and Medical Care</b></u>
	Timetable Registrations Prep Time Weekends		Medical Care Tutor Groups
8	<u><b>Communication</b></u>	15	<u><b>Who Can I Talk To?</b></u>
	Day-to-Day Communication Communication with Parents		
9	<u><b>Life at PBH</b></u>	16	<u><b>Holiday Arrangements</b></u>
	Rules and Expectations Students' Rooms Catering Laundry Visitors Fire Safety Supervision Device Policy Signing In and Out Keys and Fobs Exeat Weekends		



# Welcome!

## **Welcome to Princess Beatrice House at Kensington Park School.**

Boarding at Princess Beatrice House (PBH) embodies a vibrant community where each boarder's unique identity is cherished and celebrated. Our dedicated staff are committed to providing comprehensive and personalised care, ensuring that every pupil receives the support they need to thrive both academically and personally.

At PBH, our mission is to create an environment where boarders can excel in their studies and grow as individuals. We are devoted to fostering a nurturing atmosphere that encourages every pupil to reach their full potential, upheld by high standards of safeguarding and pastoral care.

For detailed information on our daily operations, please refer to the boarding handbook available on the school website's [policy page](#).

We look forward to welcoming you and your child to our community at Princess Beatrice House.

Best wishes,

Mrs Elizabeth Emerton

### **Acting Head of Boarding**





# Our Boarding Community

## The Boarding Team

Mrs Elizabeth Emerton  
**Acting Head of Boarding**



Ms Rak Azib  
**Houseparent**



Mr Kobina Jeffrey  
**Houseparent**



Mr Ryan Mitchell  
**Designated Safeguarding Lead**



Mrs Anne Davies  
**School Nurse**



## Tutors

Mr Fida Sadiq  
**Tutor**

Mr Jack Agnew  
**Tutor**

## Our Aims and Values

- To create an ethos of mutual respect between all students and staff, promoting opportunities to value and learn from the differences in backgrounds, cultures and personalities within the boarding community.
- To provide a supportive and friendly community and stimulate students' academic and personal development.
- To offer pastoral care in terms of students' physical and emotional well-being and provide a safe and comfortable environment.
- To act in 'loco-parentis' as necessary and communicate concerns regarding well-being or discipline to parents and/or guardians.



# Arrival and Induction

## Arrival

Boarding house opens at 12:00 Saturday 31 August and students should arrive by 19:00 on 01 September.

All students should aim to arrive between 12:00 and 20:00. Students arriving on Sunday 01 September should arrive prior to 19:00, ready for a whole house induction. If you are flying into London before the house opens, or later in the evening, you will need to arrange to stay with your guardian before coming to PBH.

You should let the admissions team or boarding staff know your flight details before you travel. If you are travelling to the UK without your parents, especially for the first time, your guardian should meet you at the airport and accompany you to the boarding house.

When you first arrive, you will be shown to your room by one of our houseparents before being given a full induction. You will have time to unpack your things and say goodbye to your parents/guardian.

## Induction

All new boarders will be given a tour and an initial induction by a member of the boarding team; you will have an opportunity to ask any questions you have.

At 19:00 on Sunday 01 September, all boarders will gather together in the common room. You will be met by the boarding team who will introduce themselves and give you a more detailed induction. They will explain the daily routines, who's who, and everything you need to know about life at PBH, and you will have the opportunity to meet other boarders.



You will also have an induction at school to discuss your timetable and academic programme; you will be sent details regarding this before you arrive, and boarding staff will be able to help with any questions you have regarding school life. New students will be shown how to get to school on the first day.

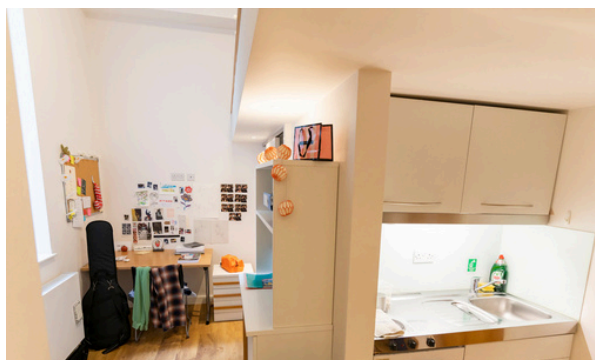
## Important Documents

Before you arrive at PBH your parents will be asked to complete allergy and medical forms, and should also provide us with their contact details and those of your guardian. This will help us ensure we have all of the information we need so that once you arrive you are able to settle straight in to getting to know your fellow boarders.

Please make sure you have your passport and visa or BRP card with you when you arrive in boarding. If you are a British citizen you will still need to bring your passport as ID. Passports will be collected at the start of the year and kept in the safe.

If your visa requires you to register with the police you will be asked to complete a Police Registration form electronically before you arrive; this should be sent to us along with your pre-arrival paperwork. A houseparent will arrange for all students to register with the police in person.

If your Biometric Residence Permit has not been sent to you before you arrive, a houseparent will accompany you to the post office to collect it.





# Daily Routine

## Weekdays

07:20 - 07:50AM	Breakfast and morning registration
08:00	Students to leave for school*
08:30-16:00	School day
17:00-17:30	Free time
17:30-18:30	Dinner
18:30-20:30	Registration and Prep time**
20:30-21:30	Free time
21:30-22:00	Curfew and registration for Senior School students
22:00	Lights Out (Senior School Students)
22:00-22:30	Curfew and registration for Sixth Form students.

## Weekends

08:00-12:00	Morning Registration (all students)	
11:00-12:00	BRUNCH	
12:00-17:00	Free time (all students)	
17:30-18:30	Supper and registration	
18:30-21:30	Free time (all students)	
21:30-22:00	Return to Boarding	
22:00-22:30	Curfew and Registration	Senior school Students
22:30-23:00	Curfew and Registration	Sixth Form Students

\*Latest departure for Sixth Formers is 10:00

\*\*Attendance is compulsory for students in Years 9 to 12.

## Definitions

**Registration:** A time when students come to reception or the dining room to be registered by a member of the boarding staff.

**Free time:** This time is not scheduled and students may choose to spend it in the house or in London.

**Curfew:** This is the time students should return to their own individual rooms.

**Lights Out:** By lights out all students should be ready for bed and may only have their bedside lamps on.

## Access

PBH will be closed from 10:00AM to 4:00PM. Students with 08:30 lessons are expected to leave PBH by 8:00 AM.

## Registrations

Registrations are an important part of daily life in the boarding house and give boarding staff an opportunity to check in with every student throughout the day.

We have three registrations a day: morning, evening, and curfew. Students can choose to register up to 30 minutes early for curfew and return to their rooms.

## Prep Time

Prep time is a set period of time for homework or other independent study and is compulsory for students in Years 9 to 12.

**Special Cases:** Students with tutors must inform the staff and return to the common room once their tutoring session is completed. (Evidence will be required to obtain permission to go to the room for tutoring).

Prep time takes place from 18:30 to 20:30 from Sunday to Thursday. Students in Year 12 and below do their prep in the study areas; Year 13 students can work in their rooms.

## Senior School Students and Students of Compulsory School Age

Under UK law, any student who begins their programme of study when they are under 16 is considered to be of compulsory school age. If you are aged 15 or younger on 1st September 2023 then you will be considered to be compulsory school age, even if you are attending Sixth Form.

In order to ensure the safety of our younger students, Senior School students and any other students of compulsory school age have some additional guidelines to follow:

- Senior School students should travel to and from school in pairs or groups.
- Students of compulsory school age should only leave the boarding house accompanied by at least one other student. You are allowed out for a maximum of 4 hours, then you must return to PBH. You should call to check in after 2 hours. You should tell the duty staff member where you are going.
- Senior School students have registration, curfew, and lights out 30 minutes before Sixth Form students.

## Weekends

On weekends students have free time outside of registrations. We want our students to make the most of their time over the weekend and all students must therefore be up, dressed, and registered before 12:00.

We encourage students to join in extra-curricular activities, or spend time with their friends exploring London. Senior School students are allowed out for a maximum of four hours and should call in after two hours. Sixth Form students may stay out for longer, but must call in after four hours.

With prior permission evening registration may be done over the phone on Saturdays.

Curfew registrations and curfews are still in place on weekends, although they are slightly later.

# Communication

## Day-to-Day Communication

Boarding house staff will use a variety of methods to communicate with students, for example, phone, WhatsApp, email, and Reach, our online boarding management system which students will be given access to. Our primary form of communication is Microsoft Teams, which all students are asked to download and log into using their school email address once they join us.

The boarding staff will use Teams to pass on any announcements or messages to the house as a whole, as well as for communication with their individual tutor groups. You can contact either the duty staff or a specific staff member using Teams.

## Boarding Council

At the start of term, students will be given the opportunity to join the boarding student council.

Students on the boarding student council will meet regularly as a group, and will have the responsibility of liaising between students and boarding staff to bring forward suggestions for trips, activities, and any changes they would like to see in the boarding house.




## Communication With Parents

We have high-speed wireless internet and good mobile signal strength throughout the house, allowing for students to communicate regularly with their parents.

While we understand that many students are living in different time zones from their parents, we do ask that students are respectful of their neighbours and roommates, and where possible do not make phone calls late at night or very early in the morning.

Parents can contact the boarding house at any time on:

 [boarding@kps.co.uk](mailto:boarding@kps.co.uk)

 +44 (0) 7525 593 395

Parents can also contact the Acting Head of Boarding with any concerns or enquiries on [e.emerton@kps.co.uk](mailto:e.emerton@kps.co.uk)

Boarding staff are happy to communicate regularly with parents, and will contact parents or guardians with any concerns, or indeed praise, we have regarding our students.

Tutors will email parents and guardians at the start of the year to introduce themselves; parents can also email tutors directly with any questions or concerns.







## Life At PBH

### Rules and Expectations

Like all schools and boarding houses, we have rules in place to ensure that our students are living in a safe and positive environment. The boarding house rules are outlined in detail in the Boarding Handbook which can be accessed at the Policy Page of the school website. Students and parents are encouraged to read this before arrival.

In order to make the boarding experience as enjoyable and beneficial as possible for all our students and staff, there are a number of responsibilities and expectations that we have for our students.

All students at PBH have a responsibility to follow the boarding rules. An important part of this is taking responsibility for your own behaviour and studies; to help our students grow we put an emphasis on owning up to your mistakes and making amends where possible.



Our students have a responsibility to the boarding and school community to treat all those in it with respect. You are responsible for the way that you treat others; you should listen, cooperate, and try to understand differing points of view.

We expect that our students consider the needs and feelings of others and show kindness and respect for all students, staff, and visitors.

We expect that you are courteous, polite, and that you use language that is respectful and appropriate at all times. We encourage our students, who come from a wide variety of cultures, religions, and backgrounds, to celebrate their diversity and take pride in our community.



## Students' Rooms

What is in my room?

Each room has a bathroom with shower, toilet, wash basin, bed(s), desk(s), wardrobe(s), storage, fridge, and microwave. You will also be provided with a pillow, duvet and bedding (pillowcase, duvet cover and sheet).

What should I bring?

As well as the clothes, school supplies, and toiletries you will need, you should bring any decorative items you would like to make your room more homely; blankets, bedding, photographs, posters etc. Students should bring their own towels. You should also bring adapters for any electric items that do not have UK plugs.

Please note that any electrical items brought into the house must be PAT tested to ensure they meet UK safety standards.

Is there anything I am not allowed?

The following items are not permitted in students' rooms:

- Rice or slow cookers
- Sandwich toasters, grills, or hot plates
- Irons
- Fan heaters
- Incense and candles
- Tools



Who will I share with if I am not in a single room?

We will match you with an appropriate roommate, or roommates, based upon information you have given us. Mid-term changes are not allowed unless authorised by the Head of Boarding.

Prior to your arrival you may request to share with someone you already know. Returning students may also choose their roommates. Males and females are not permitted to share a room under any circumstances. Genders are roomed on different corridors.

How often will my room be cleaned?

Your room will be cleaned weekly by our team of on-site cleaners. However, you are responsible for ensuring that your room is kept tidy. You must vacate the room to allow the cleaning team access. Your room will usually be cleaned on the same day each week, and we will post the schedule at the start of term.

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What happens if my room isn't tidy?

At PBH we hope to build independence in our students; taking responsibility for your surroundings and the cleanliness in these areas is a part of that.

Regular room checks are carried out by houseparents and any student whose room is not kept to an acceptable standard will be expected to use their house time to clean up. Should your room be in an unacceptable condition, the cleaning staff will not clean it. You may be subject to an additional charge in order for them to do so.

Can I have friends in my room?

You are allowed to have your fellow boarders visit you in your room, provided you are of the same sex. All students should return to their own rooms by curfew. If you are in a shared room you should be respectful of your shared space, and only have other students in the room with the agreement of your roommate.

Will I have access to the internet in my room?

All rooms have access to the internet via the student Wi-Fi. Internet access will be restricted at night times; the Wi-Fi is turned off at 11:00pm each evening. There are appropriate controls for the internet and it is filtered to ensure the safety of our students.

Where should I keep my valuables?

Every student will have their own safe. While your valuables should be stored in the safe provided, you should not store large amounts of money in your rooms.

Passports will be collected at the start of the year and kept in the safe.

Access: Passports will only be given to students for particular reasons upon request. Students will sign them out and sign them back in.

### **Catering**

Our catering team, Holroyd Howe, serve breakfast and dinner Monday to Friday, and brunch and dinner at weekends. Lunch is provided at school. Mealtimes are outlined in the Daily Routine.

Our catering staff work very hard to provide our students with a healthy, balanced diet, which takes account of any special dietary, medical or religious needs. We encourage healthy eating habits with our boarding students.

Parents or Guardians must advise us of any food allergies prior to arrival so that the necessary adjustments can be made.

Students may only order takeaway meals on Fridays and Saturdays.

### **Laundry**

All students are responsible for the laundering of their own clothes, towels, and any personal bedding. You will be given three assigned days on which you can use the laundry room.

We know not all students will have had to do their own laundry before – the boarding team are happy to assist students with operating the machines.

### **Visitors**

Family and friends are welcome to visit you in the boarding house during your free time; they must sign in and out as visitors in Reception. Other than on your arrival day, visitors are not allowed in students' rooms. You are welcome to socialise with your visitors in the common room.

All visitors must leave boarding premises by 20:30 on weekends, or 18:30 on weekdays, unless prior approval is given by the Head of Boarding. We are not able to permit overnight visitors.

### **Fire Safety**

Fire safety is very important in the boarding house. There will be a number of fire drills throughout each term and at least one will occur in the late evening or early morning. Whenever you hear the alarm, you must evacuate the building immediately by following the fire evacuation procedure which is displayed in your room and on notice boards around the house.

Please familiarise yourself with the fire assembly point which is in front of Brompton Cemetery. A houseparent will show you this during induction. We hold a fire alarm test every Friday at 10:30. This is the only time when you do not have to respond to a fire alarm.

### **Supervision**

There will always be at least one member of staff on duty 24 hours a day, seven days a week.

The names of duty staff will be displayed in Reception each day. Between the hours of 23:00 and 07:00 the duty staff member will be in their room, and should be contacted by calling the duty mobile number +44 (0) 7525 593 395.

In an emergency you should always call rather than send a text message.

### **Device Policy**

Students must register their devices at the start of the year. All students must have Smoothwall installed and use the Wi-Fi. They are expected to adhere to our school's E-Safety Code of Conduct.



### **Signing In and Out**

Student safety is our top priority; in order to help us keep you safe it is important that we know if you are in the house, and where you have gone if you are out.

Your login information for Reach, our online boarding management system, will be sent to your school email once you join us. You should use Reach to sign out, using the iPad in Reception, whenever you leave the building and sign in on your return. You should never sign in for somebody else.

The boarding house closes for the night at 23:00. No student is permitted to leave the boarding house between curfew and 07:00. If you need to leave the boarding house outside of these times, your parent or guardian will need to collect you the night before and prior permission should be sought.

Zone Limitation: Students are not allowed to go beyond Zone 3 during the week unless a special request is made and agreed upon by parents.

### **Keys and Fobs**

All students are issued with an electronic fob and a key to their room. You should keep your keys with you at all times and should never lend your key or fob to anyone else.



## **Extra Curricular**

### **Common Room**

We have a large common room where students can socialise or study with friends. The space is meant for all students to use, and we expect boarders to be respectful of other students using the room. The common room has comfortable seating, board games and an extensive film library for students to enjoy.

Throughout the year a number of activities will take place in the common room, including competitions, film nights, and weekly tutor meetings.

Students are welcome to bring forward any ideas they have for additional activities.

### **Exeat Weekends**

An exeat weekend is a weekend when you can stay outside of the boarding house with your guardian, family, or friends. All boarders are allowed exeat weekends.

Students are expected to return to the boarding house by 18:00 on Sundays.

Parents will receive their login information for Reach, as well as instructions on how to use it, at the start of term. In order to request an exeat, students must complete a leave request on Reach and this will also need to be confirmed by the student's parent(s)/guardian and the adult hosting them.

Students under 16 must be collected by a parent or guardian over the age of 25. The adult collecting the student must bring photographic ID with them.



### **Trips and Activities**

There will be both trips and in-house activities planned throughout the year. Some of these activities may incur a charge; this will be added to your school bill.

PBH boarders have previously participated in a variety of activities including theatre trips, paintballing, ice skating, baking, and movie nights.

There will be additional in-house activities throughout the term, and houseparents will make you aware of these via posters and during tutor meetings.





## Living in London

Living in London is exciting and filled with a lot of opportunities and new adventures. However, like in all major cities, there are a lot of people and it is important to take simple safety precautions, like keeping valuables out of sight and ensuring you know how to get back to the boarding house.

London is a very easy city to navigate during the day thanks to the simple and effective tube network. However, if you are coming back after dark, we always advise that you should travel as a group via taxi. Uber is not licensed to transport under 18s in London and students should therefore use an official black cab, or alternative licensed companies such as Addison Lee, Taxiapp UK, or London Lady Chauffeurs.

Another great way to get around the city is by bike – there are a number of different ways to hire bicycles in the capital, including TfL's Santander Cycles, Jump, Lime, and Mobike. Students who wish to travel by bike should wear a helmet at all times.

We also recommend downloading CityMapper or Google Maps as they can help you find the safest and fastest way back to the boarding house from your location.

You will soon notice how connected we are to all of London. We are less than 5 minutes' walk from Earls Court tube station, which is on both the District and Piccadilly lines and will take you to School and into central London.

We are also a few minutes' walk from West Brompton tube station, which is on the District line and also serves the London Overground.

The nearest tube stations to our respective school sites are:

### **Kensington Park Sixth Form**

Gloucester Road / South Kensington



### **Kensington Park Senior School**

Bayswater / Queensway

While many of our students enjoy walking to school, London is not famed for its dry and sunny weather, and we therefore recommend all students apply for a discounted student Oyster card as soon as possible. Houseparents will be able to help you with this once you arrive.

Students may also wish to set up a UK bank account. Our students use a variety of different banks and some might be more suited to you than others. The most popular banks among our students are Santander, HSBC, and Metro.

Boarding staff will be able to help you make an appointment to set up a bank account. Depending on your age, you may need your guardian to accompany you.







## Pastoral and Medical Care

### Medical Care

Who will look after me if I am ill?

Our school nurse will see any students who are unwell in the morning and will assess whether they are fit to attend school. The nurse will also give medical advice which you will be expected to follow. They will liaise with the School and houseparents about any required care.

If you become ill when the nurse is not in the boarding house, you should alert a houseparent immediately. All of our houseparents are first-aid trained and are able to dispense over the counter medication as directed by the nurse. You should never wait or conceal an illness.

What happens if I need to see a doctor?

All boarders are asked to register at the Wellbeing Centre before arrival:

#### **Earls Court Health & Wellbeing Centre**

2B Hogarth Road, London, Greater London, SW5.

Email address: [wlccg.ech@nhs.net](mailto:wlccg.ech@nhs.net)

If you need to see a doctor at any time you can speak to the nurse or a houseparent to arrange an appointment. If you are under 16 the nurse or a houseparent will accompany you to your appointment. Students aged 16 and over can choose whether they would like someone to go with them.

If you wish to see a private doctor or medical provider then your parent or guardian should liaise with the nurse to arrange an appointment. Private doctors are not permitted to visit students in the boarding house and any appointments must take place at their place of practice.

What if I injure myself?

If you injure yourself you should report to a member of staff immediately.

For minor injuries houseparents will be able to provide first aid. If you require urgent medical treatment you will be accompanied to the hospital by a houseparent or the nurse.

What if I need to take medication?

You should not bring any medication into the boarding house unless it has been prescribed to you by a medical professional. You must inform a member of staff if you have brought prescription medication with you. If your prescription is not in English, it should be accompanied by a certified translation. Some medicines are not licensed in the UK; a certified translation will make it easier to get you the medication you need.

Students must not keep any prescribed medicine or over the counter remedies (like aspirin/ibuprofen etc.) in their rooms. Houseparents will keep prescription medication for you and give it out as directed. They will also be able to give you over-the-counter remedies for common illnesses.

Sixth Form students can speak to the nurse and request to self-medicate. The nurse will make the decision to allow this once she has established what the medicine is, why you are taking it, and whether you understand the rules and procedures for taking the medication. Students under the age of 16 are not permitted to self-medicate.

What if I have an ongoing medical condition or an allergy?

You should inform us if you have any illnesses, conditions, or allergies. This should be noted on your pre-arrival medical form. It is very important that you do not conceal or omit any important medical issues from us.

### Tutor Groups

In addition to your tutor group at school, all boarders have an assigned tutor in the boarding house. You will have regular meetings with your tutor and your tutor group. Your tutor group will consist of both new and returning students, so there will be opportunities for you to get to know a wide group of students.



## Who Can I Talk To?

Who can I talk to if I have a problem?

Moving to a new school and, for many of you, a new country, can be a scary and challenging experience. If you are finding things difficult, it is important to speak to someone. You will not be wasting our time, and you will not be judged. All boarding staff are available if you are feeling unhappy or facing difficulties and would like someone to talk to. There will also be a lot of teachers and support staff at school for you to speak with.

Every boarder will have a pastoral tutor as well as their personal tutor at school. You will meet with your boarding tutor formally at least once per half term, but they will also make time to speak to you whenever you need outside of this time. We ask all students to download Microsoft Teams for communication purposes, and this can be used to reach out to a member of staff if you would prefer.

A member of the Wellbeing Team visits the boarding house once per week. The Wellbeing Team can be contacted at the Sixth Form and at the Senior School and provide counselling on a full range of matters. The Wellbeing Team are independent counsellors who work in collaboration with the school.

We have a number of returning students who are approachable and friendly; many of them have been in boarding for a while now and have experienced some of the problems that you might be facing face, including homesickness and school stress. Remember, you are not alone!

What should I do if I am worried about a friend or another boarder?

While it might seem that it is important to keep secrets for your friends, if you are worried they might be in danger or have a serious problem, it is vital that you speak to an adult. The best thing you can do for a friend who is struggling is to make sure they get the support they need.

You can also contact the following independent organisations and speak to them for free and anonymously:

- Childline – 0800 11 11
- The Samaritans – 08457 90 90 90
- The Children’s Commissioner for England, Rachel de Souza – 0800 528 0731

A confidential suggestion box is located in the house for students to post concerns to staff.

Who Can I Talk to if I Have a Serious Concern?

Your safety and well-being is our top priority and we are committed to ensuring that it remains so. We take our duty of care with the utmost seriousness and ensure that we are available to talk whenever you feel it to be necessary.

In the boarding house we have a Designated Safeguarding Lead, as well as a Designated Safeguarding Officer. There is also a wider safeguarding team at School. You may contact them at any point should you have any concerns.

Mr Ryan Mitchell, Designated Safeguarding Lead  
r.mitchell@kps.co.uk  
+44 (0) 7525 589518

Mrs Elizabeth Emerton, Acting Head of Boarding, Deputy Designated Safeguarding Lead  
e.emerton@kps.co.uk  
+44 (0) 7896176628

Mr Kobina Jeffrey, Deputy Designated Safeguarding Lead  
k.jeffrey@kps.co.uk

Ms Rak Azib, Deputy Designated Safeguarding Lead  
r.akib@kps.co.uk



## Holiday Arrangements

2024-25	Boarding opens	Start of term	Half term	End of term	Boarding closes
<b>Autumn/Winter</b>	Sat 31 August & Sun 01 September	Mon 02 Sept	Mon 21 October – Fri 01 November	Thurs 12 Dec	Sat 19 Oct & Fri 13 December
<b>Spring</b>	Sat 04 & Sun 05 Jan 2025	Mon 06 January	Mon 17 – Fri 21 Feb	Fri 28 Mar 2025	Sat 15 Feb & Sat 29 Mar 2025*
<b>Summer</b>	Sat 20 & Sun 21 Apr 2025	Tues 22 April 2025	Mon 26 May – Fri 30 May	Fri 27 June 2025	Sat 28 June 2025

\*Boarding closes to all students who have not paid to stay during Easter revision.

Students should always inform the boarding staff of their holiday plans using Reach.

### Half Terms and Christmas

Princess Beatrice House is closed during October and February half terms, and throughout the Christmas holidays. You are not allowed to stay in boarding over these holidays and must return home or arrange alternative accommodation.

You will be expected to attend lessons up until the end of each half term, so you should plan ahead. If flights cannot be arranged for the specified dates, you should liaise with your guardians regarding alternative accommodation.

### Easter

You need to request permission to stay in the boarding house over the Easter holidays. This must be a written request and should be submitted to the Head of Boarding by the end of February 2025. Additional fees will apply. Any students not remaining for the Easter holidays will be expected to pack up their rooms.

### Summer

You must vacate your room at the end of the academic year. You will be allocated to a new room on your return. The boarding house will close at 12:00 on Saturday 28 June 2025.

