

BOARDING HANDBOOK

WELCOME TO DLD COLLEGE LONDON.

Everything you need to know
about boarding at DLD.



WELCOME

We are very much looking forward to welcoming new and returning boarders to DLD College London this coming academic year; please use this Handbook to help you settle into our community and feel at home here in London and in Boarding.

DLD College London is centred on the principles of Development, Leadership and Diversity and whilst boarding with us you will be supported in developing yourselves to be the best you can be and to achieving your goals. Our core values of Kindness, Tolerance and Respect are embedded in all our practices and create a welcoming community.

You will become part of a House with a dedicated Houseparent to support you throughout your time here. Your House will become your family. The Boarding Team are here to help you develop skills and independence, build resilience, and prepare you for the next stage in your lives, all whilst in a safe, secure, supportive, and fun environment. We very much look forward to getting to know you over the coming year.

KEY FACTS



250 BEDS



19 COMMON ROOMS



5 RESIDENT HOUSEPARENTS



HOSPITAL 2 MIN WALK



MATRON 8-4 MON-FRI



REACH SIGN IN/OUT SYSTEM



5 MIN WALK TO TUBE



UNDER 1 HOUR TO HEATHROW



BUSY LOCAL BUS ROUTE



BUSY LOCAL BUS ROUTE



OVER 60 NATIONALITIES



24 HR SECURITY

STATEMENT OF BOARDING PRINCIPLES & PRACTICES

DLD College is centred on the principles of Development, Leadership and Diversity. The Boarding experience at the College aims at enhancing you as an individual and your time as a Boarder will support you to develop your skills to live independently, to demonstrate leadership through the opportunities that are on offer to you and to live fully and respectfully in a diverse environment.

Boarding at DLD College London aims to provide boarding students with facilities and care of the highest standard to enable them to thrive in their academic studies and in the wider life of the College. We operate boarding in compliance with the National Minimum Standards for boarding schools and aim to regularly exceed those standards.

Safety:

Boarding Staff are available 24 hours a day and are always ready to respond to boarders' needs. We ask that all boarders ensure they have the Houseparent phone number stored in their phone so that they can contact us whenever they need to. The reception and entrance are monitored by staff throughout the day and by an onsite security team overnight.

You will be issued an ID card during your enrolment and all staff, students and visitors are required to wear a lanyard displaying their card. You will also use your ID card to sign in and out of the building using our REACH system. London is a large and diverse city, and we encourage all our students to explore the amazing things that are on offer. To ensure safety it is essential that the correct sign out procedures are followed, travel routes and methods are planned prior to departure and students always remain contactable. Compulsory School Age (CSA) students are required to sign out in groups of at least 3 and are not permitted to leave College during the school day. Curfew must be adhered to and CSA students must return to the building by 9:30pm. For older students the curfew is 10pm Sunday to Thursday and 11pm on Friday and Saturday.

OUR TEAM



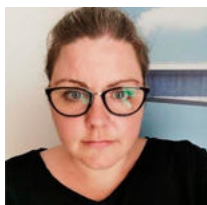
James Kidd, Principal

Boarding at DLD College London is a preparation for what is to come. You are part of a close-knit community, but with people from all over the world. You will make life-long friends, learn about yourself, and gain independence. London is our classroom and our playground – what better place to spend your school days!



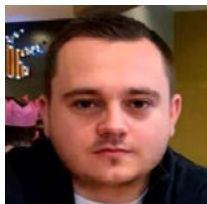
Gareth Evans, Vice Principal and DSL

Welcome to the DLD College London Boarding Family! We are all so excited for our new students to join us, and a huge welcome back to our returners. I have been at DLD College since 2016 and as well as being the Vice Principal I teach Film Studies. Outside of School I am an avid (very amateur) surfer! I also love politics and elected as a District Councillor in 2019 which is a huge honour. I am looking forward to chatting with you all over the course of the year, my doors always open.



Emma Finnerty, Director of Boarding

I have been here at DLD since 2013 and always look forward to getting to know our new students and welcoming back our returners. DLD and its location has lots to offer and I'm excited to help you all make the most of the opportunity to study with us and be a part of our community. I run both the Book Club and the Knitting Group which I would love for you to be a part of and am here to support you through your time with us with anything you need.



Scott Webster, Houseparent (Northern)

Hi, I'm Scott! I've been working in boarding at DLD since 2019. Before that I studied Drama and Theatre at the University of Chester and then qualified as a Drama teacher. I'm a big football fan - Wolverhampton Wanderers (Wolves) are my team - best in the Midlands. Outside of work, I enjoy going to the theatre, fishing, and playing football.

Within college, I am the Houseparent for Northern House. I also run the Boarding Induction, the trips and activities programme, help lead the events team and co-organise Prom. If you've got any fun trip ideas or activities you'd love to see, just give me a shout!

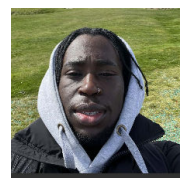


Sophie Sandford, Houseparent (Jubilee)

This is my second year working in boarding at DLD. I started as a boarding assistant and will now be starting my first full year as a Houseparent. I'm really looking forward to welcoming everyone back from their summer holidays, as well as any new students that we have joining us this year.

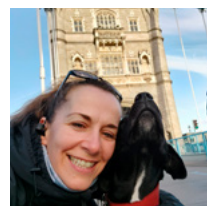
My academic background is in sport psychology and environmental studies. I love anything sporty or arty, and I'm working on making DLD a more sustainable school, with the help of our Student Council, of course!

London is a fantastic place to study, with so many opportunities both on and off campus. I'm looking forward to the new year ahead and I hope all our DLD students are too!



Danny Igbinidu, Houseparent (District)

I joined DLD in January this year, I've worked in boarding for 3 years now. I'm from Newham in East London and of Nigerian descent. My academic background is in Forensic Science, I love quizzes and random trivia! I'm an active person too, I love sports in general, my preferred sports are football, basketball and athletics. I'm a Manchester United fan, Wayne Rooney is my favourite player ever! I also enjoy film, I am at the cinema often and always enjoy a good recommendation. Within college I oversee the food committee.



Jan Haines, Houseparent (Metropolitan)

Having lived as a Houseparent for 11 years now, I have had the joy of sharing the highs and lows of boarding life with students from all over the world, along with my dog, Indie. I grew up in the Highlands of Scotland and have a love for animals and the great outdoors. I played rugby for 10 years, enjoy trying to stay healthy and active, and I am a volunteer Instructor in the Army Cadet Force. All these hobbies work perfectly with my other DLD role, managing the Duke of Edinburgh Award Scheme for DLD College. This will be my eighth year as Houseparent at DLD and I look forward to helping you all settle in and make the most of, both DLD College and London.



Donal O'Sullivan, Houseparent (Piccadilly)

I have worked in Boarding for over 11 years and thoroughly enjoy working in the boarding environment and getting to know (and help) students from all around the world navigate their professional and educational journeys.

Boarding in London is an incredible experience that students will remember for the rest of their lives. I'm always on hand to chat and help with anything wherever I can.

I am an avid football fan and when I'm not watching Liverpool winning the Premier League Title I like to travel and get to know new places.

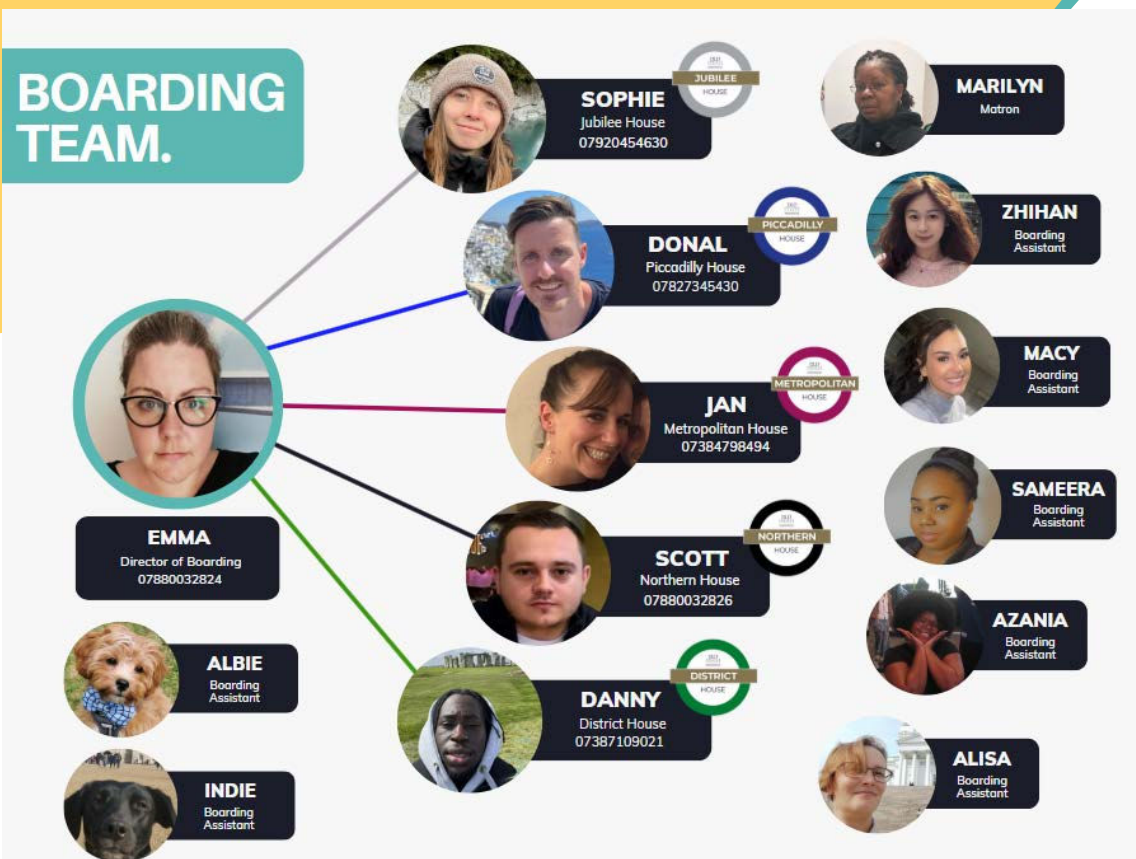
The Dogs of DLD

Albie

Hi! My name is Albie. I like sleeping, playing and anything yellow. I really love meeting people and get super excited to make new friends, so I am looking forward to welcoming you all to DLD Boarding.

Indie

Hello! My name is Indie and I moved into DLD Boarding House after being abandoned as a puppy in Romania. It was a scary journey and I'm still quite a shy dog but if you're gentle, I'd love to play fetch with you or offer a quiet cuddle if you're missing home.



Housemaster and Housemistress (HM) Team



Nick Taylor, Housemaster (District)



Celestine Cawley, Housemistress (Jubilee)



Sean Gallagher, Housemaster (Metropolitan)



Jess Ellett, Housemistress (Northern)



Marie Kerrigan, Housemistress (Piccadilly)

STUDENT COUNCIL



On behalf of the entire DLD community, we are thrilled to welcome you to DLD College Boarding. Hopefully this will be one of the best experiences of your life. I'm sure some of you will be feeling quite anxious about the prospect of boarding and for many this may be completely unfamiliar territory. All these feelings are completely normal, with us all feeling them before arrival since the process of moving away from home and joining a new school can often feel daunting. For many of us moving into the boarding house was our first time away from home and as you would expect we were all quite nervous. But immediately we were met with a warm welcome and quickly became a part of the school community, while immersing ourselves into our learning and building strong friendships. For this I can say with the utmost confidence that quickly you will settle into DLD, as it is in many ways a big and diverse family that allows you to be unapologetically yourself and make new friends around every corner. DLD will truly become your home away from home, with our amazing Houseparents', assistants, and teachers but also students, who are always ready and happy to help. There are over 60 nationalities here at DLD and we all come together to form a strong and united community and there is never a lack of friendly faces to speak to.

Contact us on: dldstudentcouncil@dld.org



YOUR ROOM

It is important that our boarders feel at home in the boarding house, so they are encouraged to personalise their room to their preference. The noticeboard in each bedroom provides a good space for hanging photos and mementoes.



We will provide the following:

- Bedding: a duvet and pillow
- Bed linen: Fitted sheet, duvet cover, and pillowcase.
- Towels: 2 Bath towels, 1 hand towel.

Students are welcome to bring their own.

Below is a list of items our current boarders wished they had brought with them, before arriving in the UK.

- Bathmat
- Soap dish
- Headphones
- Plug adaptors (UK compliant)
- Own bed sheets/Blankets
- Slippers/Sliders
- UK SIM for phone
- Lightbox – for waking up
- Alarm clock



Students should bring:

- Warm clothing - there is a dress code but no uniform - students can read more about this in our Student Dress Code Policy. Warm coat, scarf and a hat would be ideal for the winter months and a raincoat for the rainier days. Students in years 12 to 14 will be invited to attend a Summer Ball for which they will need formal wear - black tie or a ball gown.
- Photos & personal items - Boarders are welcome to bring photos of family and friends, posters, souvenirs, notes etc. which they can display in their room to help them to settle in and feel at home. We also encourage students to bring their own duvet and bedding should you wish to make you feel more comfortable and at home.
- Laptop and phone - a laptop is very useful for private study; students will have access to Wi-Fi in the College and boarding house. A phone will help keep in touch with staff and will family and friends at home.

What to buy on arrival:

- Toiletries – can be bought from the local shop on arrival. Smaller supermarkets and a stationery stores can be found on Lower Marsh, just around the corner.

2 Minute walk for Toiletries

- School supplies
these can be bought from the local shop on arrival and reception have some emergency supplies, e.g. pens, pencils, paper, folders, etc.



2 Minute walk for stationery

- Electrical items, e.g. hair dryers, hair straighteners, adapters, phone chargers, etc.

Boarding Staff will make sure that these items are safe to use. If boarders bring an item from home, they must show staff so that we can check the power cable and adapter are safe to use in the UK. Non-compliant items will be removed and discarded for safety.

Weekly Room Visits & Room Searches

Boarders should ensure their rooms are locked at all times.

Houseparents undertake weekly room visits. The room visits are an opportunity for students to talk to their Houseparents privately if they wish to do so or just a casual catch up.

Boarders are expected to keep their rooms tidy to allow the cleaners to clean properly.

From time to time, house staff will undertake room searches – boarders will always be present in their rooms during any search, along with two members of staff.

Students may not have the following items in College or in the Boarding house.

Prohibited Items: alcohol, illicit drugs, fake identification, legal highs, knives, excessive amounts of money, fortified tobacco products (snus etc) or pets (yes, some boarders have tried this...!) in their rooms.

Other items: candles, incense or vapour/smoke producing items, non-compliant electrical items as these pose a fire risk and may damage the furniture.

No mini fridges are permitted unless for medical purposes and approved by the school Matron and Director of Boarding.

Any items found will be confiscated by our boarding staff.

Boarders should have no medication in rooms.

This list is not exhaustive.

HEALTH & WELLBEING

The wellbeing of our boarders is paramount. As well as the Boarding Staff a number of staff members are on hand support our boarders and promote their health and wellbeing. All our boarding staff are First Aid trained, and a number are Mental Health First Aid trained.



to

MATRON - MEDICAL ROOM 1.62

The Matron runs the medical office during term time on weekdays. She will assess boarders' health and will assist them with administering medications, remedies, and treatment of minor injuries. The Matron arranges a health check appointment with each boarder as they arrive, during which she introduces herself, discusses any medical issues that have been raised on the boarders' Medical Consent Form, and checks each boarder's height and weight. This is routine and nothing to worry about. The Matron offers training and advice for staff and controls the home remedies that are offered to boarders.

The Matron is available to offer advice on all kinds of medical matters:

• Stopping smoking • Sexual Health • Drug & Alcohol awareness • Medications & remedies • Vaccinations



ABOUT "GILLICK COMPETENCY"

Gillick competence is the principle used to judge capacity in children to consent to medical treatment. Young people, who are 16 or 17, are presumed (like adults) to have the capacity to consent to medical treatment. However, unlike adults, their refusal of treatment can in some circumstances be overridden by a parent or a court. This is because the medical staff have an overriding duty to act in the best interests of a patient. This would include circumstances where refusal would likely lead to death, severe permanent injury, or irreversible harms (mental or physical). The rule in Gillick must be applied when determining whether a child under 16 has competence to consent. The aim of Gillick competence is to reflect the transition of a child to adulthood.



Legal competence to make decisions is conditional on the child gradually acquiring both maturity and intelligence:

- that takes account of the child's experiences and the child's ability to manage influences on their decision making such as information, peer pressure, family pressure, fear, and misgivings.
- that takes account of the child's understanding, ability to weigh risk and benefit, consideration of longer-term factors such as effect on family life and on such things as schooling.

For a particular decision, a young person, Gillick competent means:

- understands the problem and implications
- understands the risks & benefits of treatment
- understands the consequences if not treated
- understands the alternative options
- understands the implications on the family
- is able to retain (remember) the information
- is able to weigh the pros and cons
- is able to make and communicate a reasoned and weighted decision regarding their wishes. Assessment of Gillick competence requires an examination of how the child deals with the process of making a decision based on an analysis of the child's ability to understand and assess risks. It is a high test of competence that is more difficult to satisfy the more complex the treatment and its outcomes become.

GP REGISTRATION

All boarders are registered with the local GP when they arrive. Appointments can be made Monday - Friday by contacting the practice and requesting a call back from the doctor, usually within 1 hour. If an appointment with a doctor is required in the evenings or at weekends boarders will be taken to the minor injuries' unit at St Thomas' Hospital. The Matron or a member of the Boarding team will accompany boarders to their appointments, if needed. Other local services include a dentist, orthodontist, and opticians. The Matron will book appointments for the boarders, as required.

VACCINATIONS

Boarders and their parents are advised to follow their child's vaccination regime with their doctor at home. The College does not administer vaccinations although the Matron can arrange for a vaccination to be taken at the Waterloo Health Centre if required.

HOMESICKNESS & SETTLING IN – WHO TO TALK TO IF YOU'RE STRUGGLING

Homesickness is a common issue faced by students living away from home. It can affect students of any age and even those who have lived away from home before.

Students can find the differences between home and their new environment very overwhelming and, combined with the added pressure of language barriers, can become unhappy and anxious.

It is important to raise any concerns to a member of staff. If you feel that another member of the boarding community is struggling then they require the best possible care.

Any concerns about a student should be brought to a member of staff, e.g. a Houseparent, the Matron, the Wellbeing Centre, Housemaster or Housemistress.



INTRODUCING BETTER SLEEP

Sleep is essential for our health and wellbeing yet it is estimated that 40% of the population suffer with sleep issues and many do not get the support that they need.

The definitive advice on getting a good night's sleep comes recommended by one of Britain's top sleep gurus, Professor Jason Ellis of Northumbria University. The guidelines are aimed at increasing or maintaining good sleep health and are not for the management of sleep disorders. Sleep health takes into account quality, quantity, and timing – including its regularity – of sleep, in addition to vulnerability towards poor sleep and the impact of sleep on daytime functioning.

With the wealth of studies, surveys, and expert opinions, it has led to a lot of conflicting messages. By looking at the different advice and scientific evidence, it's been possible to create a simple, best practice guide for achieving a healthy night's sleep. The guidelines are simple to follow and shows how making a few changes to your routine over a 24-hour period can make a huge difference to your wellbeing.

The life of today's teenager is busy and in constant flux. They have increasing responsibilities at school and at home, their social lives are expanding, their independence is growing, and they are making plans for their future. Adolescence is a time of significant maturation—physical, emotional, intellectual. Sleep fuels these important processes. Good, plentiful sleep is essential to teens' development, growth, and quality of life.

Here at DLD College, we have a number of qualified sleep practitioners who are dedicated to providing better sleep for our students.

We want to improve the overall health of our students and educate them on the importance of sleep. It's imperative that good sleep hygiene is kept during exam season to ensure the brain is operating at maximum capacity. We look forward to the continued implementation of sleep education and welcome many more positive results.



BOARDING LIFE

The Boarding Team are here to support you as you settle into college life and find a healthy routine. Our daily structures are designed to help you get to know the staff and boarders as quickly as possible; you'll be accommodated as part of a House, attend evening registrations, weekly room visits, House meetings and floor meetings. All of which help to build our community spirit – not to mention our film nights, themed celebrations, House competitions and the numerous experiences available to us being in central London.



Your flat will be single sex and you will be cared for by a Houseparent, Boarding Assistant and Housemaster/mistress. This team of staff make it their mission to get to know you and offer whatever support you need to flourish in our environment.

Whether you are homesick, struggling to manage your time, have a headache, not sure how to make a bed or open a bank account or simply want someone to share the news of a great test result and play a game of pool with you, we are here 24/7.



Houseparents have a base at the entrance to college from the boarding house, where you register with us each evening. We are there throughout the day if you have questions or just fancy a chat. You do

have the option to return to your room between classes and there is a supervised Study session Monday-Thursday.

You are responsible for keeping your bedroom tidy, but it is cleaned once a week. If your room is too messy to clean, this is your responsibility. If you are struggling, talk to your Houseparent. We have on-site self-service laundry facilities or the option of a paid laundry service.

All meals are provided in our Global Kitchen, which also houses our own coffee shop, should you need an extra snack between classes.

On weekends there is a more relaxed feel to the House. The Atrium becomes our common room, registrations are later, you have the whole of London on your doorstep to explore and a whole range of in-house activities and trips to pick and choose from. We hope that in no time at all, you will find our Boarding House becomes a home from home, filled with friends from all over the world and staff who are invested in helping you make the most of your time at DLD London.

VISITORS & GUESTS

By 6.00pm all Day Students are expected to have left College and the common areas of the ground floor, the Atrium, Global Kitchen, and garden, become part of our boarding house. Boarders are allowed to invite guests to share time with them in these common areas outside of college hours. Guests must sign in at reception, wear their visitor ID card and be accompanied by their host throughout the visit.

All guests must leave the building before curfew and, for safeguarding reasons, are not allowed beyond the ground floor without staff permission.

VISITING PARENTS & GUARDIANS

Many parents like to help their child settle into their new room and unpack on arrival and, although we encourage independence and responsibility for the room from the start, a little helping hand to get started is possible during the opening day. A member of Boarding Staff will be available to meet parents and answer any questions.

ACTIVITIES

Students are encouraged to get involved in a number of different activities in London to support their independence and confidence. Being in central London gives our students a unique opportunity to explore what the vibrant city has to offer, including, museums, art galleries, theatres, markets, and monuments. Students can spend time visiting the many parks and landmarks as well as enjoying some retail therapy on Oxford Street.

Boarders are encouraged to get involved in as many boarding house activities as possible. The Boarding Staff and students arrange a number of activities from movie nights, live performances and talent shows to chess and badminton tournaments, quizzes, and debates. Most events take place in the evenings, on weekends and during holidays. Boarding staff also organise trips, including to local landmarks, theatres, sporting matches, concerts and more. These are a great way for students to socialise and build friendships with students sharing the same interests.

LEADERSHIP OPPORTUNITIES

At DLD we support you to achieve your best and develop skills for your future. During your time with us there will be a variety of opportunities for you to develop your leadership skills. Along with Student Council and House Captains, within Boarding our Boarding Council are responsible for fostering DLD's Boarding ethos and supporting the community in all aspects. To aid in success in the successful applicants are given training in a variety of areas from Safeguarding to Mental Health First Aid and are supported in their roles by the Boarding Team.

Each House will also have Food Committee Representatives whose focus is predominately the Global Kitchen, being responsible for gathering feedback, requests and attending meetings with the Kitchen Manager, to represent the views of the Boarders. For more information about these roles, including how to apply, please contact your Houseparent.

Weekend leave requests must be submitted via the Reach platform by 5pm on Wednesday, to allow the relevant checks to be completed. The first time of staying with someone requires a specific form, as well as ID to be provided. Half term and end of term holiday information must be provided to your Houseparent prior to your leave so that we know where you will be spending the holidays – very important, if you are studying with us on a visa!

POST / PARCELS BEING DELIVERED

Any mail or parcels should be delivered to:

STUDENT NAME

STUDENT ROOM NUMBER

203 Westminster Bridge Road

London

POST CODE FROM BELOW:

Floors 3-7: SE1 7FR

Floors 8-11: SE1 7FS

Floors 12-15: SE1 7FT

Floors 16-17: SE1 7FU

Please use the correct post code, to ensure your parcels/post go to the right place!





REWARDS & SANCTIONS

BOARDING COMMENDATIONS

Rewarding boarders for good behaviour and positive contributions to the boarding community has always been an important aspect of boarding life here at DLD College. We have recently updated how we reward students with the new Rewards and Commendations system aimed at encouraging a positive attitude and respectful, good behaviour from our boarders.

The Boarding Team and the Vice Principal (Pastoral) can award Commendations from the following four categories:

- Community (including random acts of kindness, community service etc.)
- Leadership (including taking initiative, organising boarder-led activities, House leadership, etc.)
- Effort (including tidy communal areas, involvement in boarding initiatives etc.)
- Improvement (in behaviour, conduct, effort, engagement with boarding etc.)

For more information including sanctions, please see the Behavior Policy.

VISA, BRP SUPPORT

Alisa Cernavska (Compliance and Admissions Officer)

Alisa.Cernavska@dld.org



Please come and see me if you have any questions about your visa or BRP. I can help you with police registration and any change in settlement status.



Contact us for more information

Houseparent email: houseparents@dld.org

199 Westminster Bridge Road, London SE1 7FX
www.dldcollege.co.uk



the Gold Standard in education