



RATCLIFFE
COLLEGE

WELCOME TO BOARDING AT RATCLIFFE COLLEGE



THANK YOU FOR CHOOSING RATCLIFFE COLLEGE

We are really excited to have you join us at Ratcliffe College, we are incredibly proud of all of our boarders and our staff who will work tirelessly to make sure you will be safe, happy and getting the education you deserve. It's a very brave decision to come to a boarding school and one we know you won't regret, we are a close-knit boarding community with students who embrace challenges, hard work and fun.

We know starting a new school can be daunting but we will be here to make sure you have all the support you need. This leaflet includes a few key bits of information for you so you know what steps will happen next before you join us.

YOU WILL BENEFIT FROM:

Close Community

There are daily house meetings where we communicate all the school news, celebrate our successes and make sure we all feel strong as a community.

Buddy System and Boarding Team

We will provide you with a "buddy" who will be a senior boarder and will help you settle into boarding and school life. Our experienced and friendly Boarding Team are always on hand to help with any question or query.

Boarding Tutor

You will have a Boarding Tutor who will work closely with you to make sure you are achieving your goals both academically and outside of the curriculum.

WHAT DO I NEED TO DO NEXT?

Select a Guardian

Guardians are so incredibly important in helping us make sure you have the best education and care whilst you are with us so it's an important selection to make. There is some guidance below on how to choose a Guardian but please feel free to contact us if you have any questions. Please ensure that you complete the Parent and Guardian Declaration Form which has been forwarded to you by the Registrar.

Parents' Handbook and a Boarders' Handbook

The Parents' Handbook will cover all the school systems such as uniform, or academic structures and our pastoral support systems.

The Boarders' Handbook will have information covering all aspects of boarding from travel, pocket money and what to bring.

On Screen Meeting

We will also ask for a Zoom / Skype meeting with you, our new boarder, your Parents and your Guardian. This is so we can meet face to face, answer any questions you have and make sure you have everything you need.

From this point forward please do not hesitate to get in touch with us.

We look forward to meeting you soon

Mrs Grant and Mr Gilchrist.



THE RESPONSIBILITIES AND ROLE OF THE GUARDIAN

Parents are responsible for choosing a Guardian who is able to reliably provide a standard of pastoral care which will ensure the well-being of your child. There are some key areas in which guardians need to be proactive:

Standard of Care

To ensure high standards are maintained, we strongly recommend that Guardians should be registered with AEGIS (the Association of Educational Guardians in Independent Schools). In order that they are able to effectively carry out their responsibilities, we also require that they should live fairly close to the School (within a 1 hour drive of the School: perhaps 40 miles/65 kilometres).



You are welcome to choose a guardian of your choice. We have strong relationships with a few guardian companies who you are welcome to choose if you are unsure.

- **Pippa's Guardians**
<https://www.pippasguardians.co.uk/>
- **Students International**
<https://www.studentsint.co.uk/>
- **Gateway Education**
<https://www.gateway-education.com/guardianship/>

Accommodation

The Guardian is responsible for providing suitable accommodation (including a separate bedroom) and an appropriate degree of care and supervision for the pupil during all holidays if he/she is not returning home, and at any other time deemed necessary by the Parents or the School.

Visiting the School

The Guardian is required to visit the pupil for whom they are responsible at the School on the following occasions:

- To attend Parent-Teacher Meetings at which academic progress and targets will be discussed. These meetings take place in the evening, starting at 18:10 and finishing at approximately 21:00.
- To attend any meetings of a disciplinary nature, supporting the pupil and subsequently looking after him/her if a suspension or other sanction is imposed by the School.

Illness or Injury

Boarders who are unwell are usually looked after in the School Medical Centre. On occasions, it may be necessary for the Guardian to visit the School in order to take the pupil home and look after them until they have recovered sufficiently to return to School. Similarly, in case of the pupil requiring treatment as a hospital in-patient, the Guardian is responsible for visiting the hospital on a frequent basis, to provide support for them.

Contact Between School and Guardian

The Guardian can be contacted to discuss any matter relating to the pupil, including permission to spend time away from School at weekends. Similarly, the Guardian is responsible for contacting the School with any information relevant to the pupil, or to ask any questions on behalf of the Parents.

Change of Circumstances

The Guardian is required to inform the School of any change of address or contact details, or if they will no longer be the pupil's Guardian.

Change of Guardian

Should Parents feel it is necessary to change the Guardian, we ask that this is discussed with Mrs da Costa or Mr Gilchrist before the change takes place. Should Parents then wish to choose a different Guardian, they must inform the School of this decision and provide the details of the new Guardian before the change takes place. The new Guardian should also be registered with AEGIS and must be subject to the above conditions set out in the declaration form, a copy of which they must complete and return to the School as soon as possible.

Travel

The Guardians (or parents, not both) will need to use Boardingware (see P6) to apply for leave. They will need to assist any child traveling as an unaccompanied minor.

INTRODUCING BOARDINGWARE

At the start of term parents and guardians are asked to download the Boardingware app.

You will be sent an email prompting you to register.

This is where you apply for any type of Exeat. Here's how to get started:

1. Search for Boardingware and download from your preferred App store
2. Set up your username and password. It essential students do not know your login details as they are forbidden to apply for Leave on your behalf.
3. Enjoy the App on your phone or mobile device.

You can also access via a desktop at www.boardingware.com



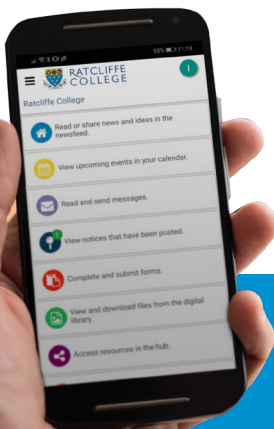
Boardingware

INTRODUCING THE RATCLIFFE APP

When your child has enrolled with us here at Ratcliffe, parents and Guardians will be invited to download the Ratcliffe App, the primary platform for all school communications. This simple tool brings calendars, letters and important school announcements together.

1. Search 'Ratcliffe College' and download the app from your preferred App Store
2. Enter the enrolment code that we emailed you
3. Set up a unique username and password
4. Enjoy the app on your mobile tablet or phone device

You can also access the app on a desktop computer by visiting www.weduc.com and entering your username and password into the 'Client Login' button on the top right of the main screen.



-  **Dashboard**
See a snapshot of upcoming events, important notices and more
...
-  **Newsfeed**
Your very own social media-style newsfeed that allows you to see relevant information and photos from the school
...
-  **Calendar**
View the school calendar and events relevant to you and your child
...
-  **Notices**
See all the important updates from school with quick and easy reminders
...
-  **Forms**
Far fewer paper forms! Simply fill out information online knowing that the school will instantly receive your response
...
-  **Digital Library**
View files shared with you by the school
...
-  **The Hub**
With one login and one location, you can easily view other resources the school uses as well as helpful links

We strongly recommend you download the app and keep notifications turned on to make sure you don't miss out on any important news!



RATCLIFFE
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