



Residential Accommodation



General Information

Location

Kingswood School has seven boarding houses with 200 beds for students, staff and Group Leaders for us to use in 2017. There are another four boarding houses which are being updated for 2018 with new bathrooms. All houses are on the school campus, two houses are part of the main building.

Rooms

The accommodation comprises bedrooms with 2 - 8 beds with separate houses or corridors for boys and girls. You will receive your room numbers on arrival. Concorde staff will greet you in the main quad when you arrive and help with your luggage as necessary. Group Leaders will be allocated where possible to single rooms. Adults cannot share rooms with children.

Security

Students are not allowed to go back to the boarding houses by themselves - a member of staff must be with them. This is the rule of the school housemasters. Some rooms have locks but most do not, however, each area has a door code or entry pass. The Centre Manager will have a master key to access all areas if needed.

Cleaning

Communal areas will be cleaned every weekday. Students need to make their own beds, and the bed linen will be changed once a week and on changeover days. Cleaners will not clean rooms if there are clothes on the floor or if the room is untidy.

Laundry

The Centre Manager will tell you which days. Students put their clothes in a wash bag and bring it to the office in the morning, clothes will be returned the same day or next day. Non-biological washing powder is used.

Catering

All your meals will be eaten at Kingswood School. Breakfast is from 7.30am, lunch from 12.30pm and the evening meal is at 6.30pm. A packed lunch will be provided for full-day excursions and usually consists of a sandwich or roll, a piece of fruit, a cake or biscuit, crisps and a fruit drink.

Internet

Each student and Group Leader will be given a password for the WiFi on arrival. The WiFi will be turned off in the accommodation in the evening to prevent students from staying up all night.



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Residential Rules

We want everyone to enjoy their time with us and this means making sure everyone follows the same rules. Please help us to make sure that the following rules for residential accommodation are kept to. Thank you!

- Students are allocated a bedroom in advance. For security and safety reasons, they cannot change rooms without permission from the Centre Manager. **Requests for sharing are NOT conditions of booking - we will always try but NEVER promise!**
- Students must be in their rooms by 10.00pm and 'lights out' is at 10.30pm.
- Students are not allowed into staff or Group Leader bedrooms and you should never be in a room alone with a student.
- No boys in girls' rooms and no girls in boys' rooms.
- Any damage will be paid for by the students in the room where the damage occurred.
- No smoking in any building. There is a designated smoking area outside.
- Theft and deliberate damage of personal property will be dealt with severely.
- At mealtimes students should queue outside the dining hall until it is their turn. Students are organised into their groups for meals and there is a rota each day that determines which group can go first. Please make sure you are aware of this and encourage your students to line up safely in the corridors.
- Any student caught 'queue jumping' will be sent to the back of the queue.
- The cleaners will not clean rooms that are untidy. Please encourage your students to keep their possessions off the floor so rooms can be cleaned.



Keeping Safe

Fire Drills and Health & Safety

Kingswood School insist that fire drills are carried out regularly, and we ensure that you and your students are aware of the fire procedures.

Please make sure you find out where the Fire Assembly Point is and where your nearest exit is. If you hear the fire alarm you and your students must evacuate the building immediately, whether you are in a classroom or a bedroom. Anyone ignoring the fire alarm or interfering with fire safety equipment will be dealt with severely.

The maintenance teams at each location work throughout the summer to make small repairs and redecorate parts of the campus. If you notice anything that could be dangerous, please inform the Centre Manager or another member of staff immediately so that the maintenance team can attend to any problem as appropriate.

