



# ASHFORD ACADEMY

AN  
**EDUCORP**  
INSTITUTION

 **RHODES PARK SCHOOLS GROUP**  
Member of the

## BOARDING HANDBOOK FOR PARENTS & LEARNERS

October 2022

## **Introduction**

Boarding life is not just about the relationship between staff and pupils: parents play a vital role in the development of their children, and they must work in partnership with the Hostel Parent to ensure that their son or daughter gains the best possible boarding experience.

Parents' familiarity with the procedure is crucial in helping us establish and reinforce the essential structures, which are the necessary foundation for the smooth running of the community. Similarly, pupils can contribute positively and gain more from the opportunities available when they know the required expectations and standards.

## **Audience**

The handbook is helpful mainly to parents and guardians, pupils, and staff. It outlines critical features in a boarding pupil's day-to-day life and routine, provides key staff contact details, and details the School's Standard practice in several essential areas.

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# 1 Welcome from the Head of the School

Welcome to Ashford Academy boarding, a place not just to live and learn but to experience life. Our boarding section has a highly committed and professional staff dedicated to supporting and guiding your child's development. We have an open-door policy which means parents and guardians are welcome to visit and discuss things whenever necessary. We value the partnership between home and School.

At Ashford Academy, we believe that every child is unique and that differentiation isn't just a word reserved for the classroom. Our boarding programmes have also been designed because children have different focus areas and needs. Therefore, they need individualised support programmes to thrive and grow as individuals.

We want to encourage our children to take advantage of the various programmes and get actively involved in adding value to the Academy. As a learner-centred institution, we believe that the active students who are fully engaged in the School's affairs are the ones that run the School. The student's voice is visible across the Ashford Academy. Their voices are expressed through School Council, school debates, art, drama, and Prefect Systems - all meant to reinforce a sense of community in our learners as they sharpen their leadership skills.

Mr Noel Masona

## 1.1 Welcome from the Heads of Hostels

### Welcome Message from the Head of Girls Hostel

"Everyone can achieve the most extraordinary things, but we are all different. That is why I focus on the individual, getting to know every one of our learners and finding out what motivates them."

Our boarding experience at Ashford Academy is of a very high standard to meet the needs of learners in Boarding. The Wangari Hostel is friendly and welcoming, with shared dormitories and designated work areas to study. Junior and senior sections have common rooms with Televisions, DSTV and Wi-Fi access.

The layout and decor reflect the age group and students that live there; individual students can personalise their areas, creating a homely ambience. The hostel matron is on hand to help in a friendly manner, making settling into the boarding routine a breeze. We have many exciting activities throughout the year, including themed nights, indoor games and campouts.

I am always ready to handle challenges as they arise. I am available to talk on the phone or contact you by email whenever a query arises.

Elina Mwenya  
Head of Girls Hostel

### Welcome Message from the Head of Boys Hostel

May I extend a brief word of welcome to the Boys Hostel. In Desmond Hostel, we aim to make it a home from home for all the boys residing in the Hostel. It is a special, unique environment, rich in culture and diversity, preparing students for the world. My relationship with the boys is very privileged—neither a father nor a teacher but something unique in between. This leads to a

triangular relationship between home, School, and the learner, where all lines of communication are open and transparent.

I share the belief that the experience of living in a boarding community engenders respect for individuality and the difference of others. In Desmond Hostel, we seek to foster self-confidence, enthusiasm, perseverance, tolerance, and integrity. Above all, we want all boarders to be happy during their time at Ashford Academy.

I believe in promoting equal principles of boarding life experience irrespective of differences in ethnic backgrounds, cultures, gender, and physical abilities. I am readily available to listen and serve as a guiding parent to make the resident's stay, growth, and development exciting and fun.

Please get in touch with me via email or phone for any queries you may have.

Maxwell T Chibesa  
Head of Boys Hostel

## **2 About Ashford Academy**

Ashford Academy is the newest member of the Rhodes Park Schools Group, the leading private education provider in Zambia. Ashford Academy is a co-educational boarding and day-school opening to learners in January 2022 with two Grade Eight and Grade Ten classes and one Grade Eleven class.

Founded on solid values, Ashford Academy empowers learners with a desire for lifelong learning. It develops them into skilled problem solvers, confident collaborators, responsible citizens, and critical thinkers motivated to excel in a changing and uncertain global economy.

Set upon a 27-hectare estate, ideal for an engaging extra-curricular offering, Ashford Academy offers learners a flexible and balanced curriculum that provides options in the National pathway (Zambia Basic Education Course) and the International pathway through Cambridge IGCSE. We empower all learners with a world-class academic foundation and character education, challenging them to set high expectations for themselves beyond secondary education.

Our philosophy recognises each learner's individuality in our Teaching and learning as a premise for producing a holistic education that complements their talents, experiences, love for learning, and interests.

Ashford is determined to be a residential and day secondary school of choice for learners in Zambia. We envision an inspiring learning community that assures the following:

- Progress for every learner
- Innovative approaches to Teaching and learning and
- Empowering and hands-on learning experience for skills development

### **2.1 The Vision of Ashford Academy Boarding**

At the core of the Ashford Academy vision is the firm belief that education is about the holistic development of character and willingness to engage in life alongside and not separate from the quest for academic excellence and effort. What sets Ashford Academy apart is the central belief that every learner can and deserves to; experience the holistic nature of success that promotes self-esteem, purpose, leadership, and confidence to tackle new challenges.

This is achieved through the exposure of all learners to opportunities to develop in art, drama, sport, service or adventure. That is crucial in developing life skills such as communicating effectively, working in collaborative teams and shaping one's positive leadership qualities through resilience, persistence, ingenuity and independence.

These qualities are underpinned by our motto, which highlights our desire to add value to each learner while promoting the principles of respect and responsibility towards others and oneself. We place high importance on the strong sense of community in the School, the successes in academic life, the vigour and enthusiasm of our arts, and our sporting and leadership opportunities as the premise to giving Ashford Academy a deep sense of purpose and pride.

## **2.2 Boarding Hostel Structure**

Ashford Academy has modelled its boarding facility around international best practices that promote learners' emotional, social, and emotional development in their transitional adolescence. Pupils are supported throughout their school career in an environment that is both caring, supportive and understanding of the challenges of adolescence. Through the School's pastoral practice, we envision creating an atmosphere conducive to learning and promoting responsibility, tolerance, resilience, inclusivity, fairness, and equal opportunities for all.

Ashford Academy boarding hostel is led by the Hostel Parent and their teams of Hostel Tutors to provide an environment that is both caring and supportive. There are two Hostels, Desmond Hostel for boys and Wangari Hostel for girls.

A Hostel Parent and tutor team supports boarders' welfare throughout their school career. They get to know learners well and liaise closely with their families. Additionally, each Boarding Hostel is assigned a matron who helps manage each Hostel and supervises students and support staff to maintain health and sanitation standards with help from the support team of cleaning contractors.

We host regular lectures on various topics affecting teenage life for our young people and their parents alike. As the School grows and a health facility is ready, a professional nurse will also be on-site to assist students in times of need.

In addition to the Hostel system, pupils' leadership involvement is encouraged through the School Council. The Council promotes engagement across all year groups. They meet regularly to discuss various issues, including catering, anti-bullying, mentoring, and environmental issues.

Furthermore, a perfect system is in place to foster shared and responsible leadership in the learner community. We believe that such arrangements raise students who are confident in themselves and can responsibly contribute to their communities in the future.

## **3 Boarding Hostel Structure – Hostels Illustration**

Boarding facilities are located in the school campus's northern part and above the dining hall area. Both hostels offer a vibrant atmosphere that is warm and friendly. We have created a feeling of home life by ensuring students share essential parts of their culture in the boarding hostel.

Learners find a shared modern, comfortable dorm and are encouraged to personalise their own space with photos, posters, and treasures. Younger pupils are assigned to age-appropriate dorm rooms. There is a separate common room for senior secondary school learners.

Hostel	Type of Boarding	Dorm 1	Dorm 2	Dorm 3	Dorm 4
Wangari (Girls)	Vertical	Grade 8	Grade 10	Grade 11	
Desmond (Boys)	Vertical	Grade 8	Grade 10	Grade 10	Grade 11

*Note: Vertical Boarding is when a boarding hostel caters for students from different year groups.*

## 4 Student Leadership

In Term 3 each year, Hostel Captains, their deputies, and prefects are appointed boarding Hostel leaders in each Hostel. Leaders are elected from among Grade 11s. Their leadership term commences in Term 1 and continues in Grade 12 to the end of Term 3 the following year.

Apart from the formal appointments in Hostel, Sports or class, there are various avenues to develop leadership and pastoral skills. Involvement is sought from students and staff, who vote for school leaders. Hostel Parents submit nominated leaders to the Head of the School through the Pastoral Management Committee (PMC) for final approval.

General roles and responsibilities of hostel leaders or prefects include:

- Supporting the pastoral care of fellow boarders
- Being a positive role model to young boarders
- Assisting boarders to overcome feelings of homesickness and loneliness
- Contributing and leading in Hostel activities
- Giving new boarders helpful advice as well as conducting orientations
- Aiding in identifying and reporting antisocial conduct to the Head of the Hostel

## 5 Pastoral Care of Boarders

Ashford Academy community is dedicated to a culture of connectedness valued by all. Our pastoral care practices begin in the boarding hostels and encompass the other aspects and sections of the School.

We employ principles integral to developing a sense of community, responsibility, perseverance, and positive relationships. We have put systems in line with positive psychology, ensuring that restorative justice is an integral part of the disciplinary code to promote a more reflective atmosphere towards problem solving.

### 5.1 Boarding Staff and Roles

#### Heads of Hostel

Hostel Parents are members of the Ashford teaching staff. They are assisted in their duties by a committed team of boarding tutors, Matrons and their Deputies. All Heads of Hostels are accountable for the total welfare of the boarders in their care in their Hostel. This responsibility involves the efficient day-to-day running of the Hostel and includes the setting up of rules and routines that are consistent with school rules and practices with other Hostels and ensuring that the dormitories are an inviting and harmonious setting.

Apart from monitoring the welfare of boarders, Heads of Hostels monitor the balance between academic and extra-curricular activities and inspire all learners to participate fully in the School community. They ensure that correct routines are followed in Hostel and act 'in loco parentis', prioritising safeguarding the children under their care. Class tutors' reports identify areas of concern and implement approaches to address them while keeping parents informed of appropriate progress.

### **Deputy Head of Hostel**

The Assistant Head of the Hostel is a member of the Ashford Teaching Staff and a senior member of the boarding hostel. They understudy the Head of the Hostel to step into that position at any time should it become necessary. The role includes pastoral care responsibilities and specific duties essential for the management of each Hostel. Such responsibilities include monitoring the hostel duty schedules, recording incidents in the logbook, and providing cover for the hostel duty when necessary.

### **Role of Boarding Tutors in the Hostel**

Boarding Hostel Tutors have an essential pastoral role in motivating and recognising all boarders' participation within the Boarding Hostel and the School community. They provide assistance and support to the Hostel Parent/Deputy Hostel Parents/Matron to provide for the well-being of learners and be a central point of contact for parents. Each boarding hostel has four members of staff assigned to it.

Boarding Hostel Tutors are members of the teaching team appointed to specific hostels to supervise learners during prep sessions: as the first point of contact to pupils, solve disciplinary and social issues, regularly review academic reports, and participate in on-call duties scheduled.

### **Hostel Mother or Matron**

Boarding Hostels have one Matron or Patron for boys in some cases. The Hostel Mother performs a crucial pastoral role in the Hostel. She is present in the Hostel on weekday mornings and afternoons/evenings and is an important figure in the lives of our boarders. Some Hostel Mothers fulfil weekend duties and work with other boarding staff to manage laundry and the cleaning contractors and escalate reports for repairs or maintenance.

### **School Nurse**

She will be responsible for maintaining the medical records and immediate medical care for all students at Ashford Academy learners and the boarders' ongoing care and dispensary needs. The School Nurse works from the school Sanatorium (Sick Bay) and is available on call to attend to emergencies when needed. Together with the Boarding Leadership Team, they manage health-related concerns and referrals for learners in the School to specialist treatment when necessary.

### **Tutor on Duty (TOD)**

From 16:00 to 22:00 hours each day, the TOD is the first point of contact for boarders within the Boarding Hostel. The TOD is any of the Boarding staff members assigned to the Hostel. The Teacher on Duty is assisted by the Hostel Matron and Hostel prefects. The TOD has to ensure that the Boarding Hostel routine is observed and that every boarder is looked after and accounted for.

They are on duty from 16:00 to 22:00 hours or once the Boarding Hostel lights are switched off. The TOD ensures that all record-keeping and incidents are recorded in the boarding incident Book.

TOD is expected to monitor that learners are doing academic work in silence. All lights are switched off at 21:00 hours (Grades 8 -9) and 21:45 hours (Grades 10-11). TOD conducts spot checks at night and ensures that the Boarding Hostel is secure after lights out. If a boarder is missing, the Head of the Hostel or Deputy Head - Pastoral must immediately be informed.

### **Hostel Security**

During the week, the boarding hostels are locked after 09:00 hours. Only the Matron and the Head of the Hostel have access to the Hostel when the cleaning team has completed the daily routines. As a rule of thumb, no learner should be left in the boarding hostel during the regular school day operations. The unwell boarders must be sent to the clinic or spend time in the Sanatorium guided by the nurse for observation.

During regular weekend activities, the Boarding will be locked. Access to the Hostel is not permitted until the end of the scheduled activities (during breaks or lunch). All boarders must ensure they pack all necessary books, sports gear, etc., before leaving the Hostel in the morning.

### **Personal Spaces**

Boarders are responsible for their personal space, including their area and dormitory room. All rooms of the boarding hostel must be kept clean and tidy. The Head of the Hostel sets out duties that all students ensure are followed every week and are managed by the student leaders, Matrons, Boarding Tutors, and staff. Students can have personal electrical items such as computers/laptops, mini stereos, phone chargers and reading lights. However, they must be safety tagged before bringing them to boarding hostels. Posters or family pictures are allowed but must be appropriate in content and not in nature. These should only be attached to the walls with a non-damaging adhesive, e.g. Blu-tak.

### **Area and Cupboard Searches**

Ashford Academy Staff promotes privacy as a right for each boarder in the school hostels. They also safeguard the school community's safety, health, and order. Boarding staff conduct random searches of the cupboards and dormitory areas in interest and duty of care where there is evidence that a student may have unwanted items in their possession.

This information is provided to ensure that parents and students are aware of procedures, which may be implemented, and of the School's commitment toward the possession of substances, literature, DVDs and other associated stuff which are contrary to the aims and objectives of Boarding at Ashford Academy. When a search is necessary, two staff members must be present and, where practical, so will the student.

## **5.2 Personal Hygiene**

We encourage parents and guardians of children intending to join Boarding Before students start boarding to emphasise to their children the significance of upholding a high degree of personal hygiene. In the same way, we expect all boarders in our School to prioritise the importance of having and using clean towels and linen, the need to shower daily, and use toothpaste, soap, shampoo and deodorant. Boarders need to ensure that their uniform is neat and that casual clothes or Physical Education uniforms are clean.

## 6 Laundry

Ashford Academy has a Laundry facility convenient for doing laundry on-site during the week. The Hostel Matron oversees the laundry process with the Head of the Hostel and Prefect on duty. The laundry timetable is as follows but is subject to change depending on the prevailing needs and circumstances;

Learners/Laundry Item	Day of the Week
Junior Girls	Monday
Junior Boys	Tuesday
Senior Girls	Wednesday
Senior Boys	Thursday
Kitchen/Curtains	Friday

The following rules and procedures apply to the handling of laundry;

- Laundry is washed on given days of the week for each group of students
- All clothing needs to be labelled (with a permanent marker or name tag) with your child's name and initials to indicate the boarding hostel they live in:
- The linen in all hostels is washed by the laundry staff each fortnight. Matrons coordinate the timetable for the washing of linen.
- Dirty laundry should be packed in laundry bags (with a fastening drawstring and labelled on the outside).
- Items are returned, cleaned and pressed the same day, packed in laundry bags and distributed by the Matron.
- Parents of boarders may request that their son's/daughter's laundry is primarily dealt with at the family home during the weekend. Although all pupils are expected to change their sheets and duvet covers each week, this is permissible.

### Bed Linen

The School does not provide linen to boarders. Parents must provide their child with sufficient bed linen, a minimum of 2 sets of Duvets, single bed covers, pillowcases, blankets and pillows. For a complete list of what to bring to Ashford Boarding, please see appendix 1.

## 7 Medical Care of Boarders

The boarding staff (Head of Hostel or Boarding Tutor on Duty) and the Matron will inform parents each time a child has an illness. Suppose the medical personnel advise that the learner's condition requires a day of bed rest. In that case, parents are informed of illness/ injury and updated as treatment is provided.

Parents and guardians must ensure that they provide the School with medical information concerning their child as part of the enrolment. They are also encouraged to complete the boarding signup (Appendix 2) and medical consent form (Appendix 3) to indicate medical insurance or schemes for their children boarding at Ashford. The document permits the medical personnel to release medical information to the Hostel Parent. This is important to allow the Hostel Parent to mediate on behalf of parents who may not be within reach when their child requires medical help or is admitted to the Hospital.

The nurse will liaise with the Matron and notify the Deputy Head Pastoral and Hostel Parents of students who have visited the Sanatorium during the day.

## Medications

Self-medication is not allowed at Ashford Academy. It is a school requirement that all prescribed medications (clearly labelled) are handed to the nursing or boarding staff. All learners with long-standing prescribed medication must inform the Hostel Parent upon arrival in the Hostel. Medication must not be kept by borders unless authorised by the Hostel Parent. Breaches of this requirement may result in disciplinary action. It is an expectation that parents support this for the safety of their son or daughter and other boarders.

The learners (and the school staff in loco parentis) must follow professional medical advice. The Hostel Parent and Hostel Tutor, or the Matron, must be informed before using the medical equipment. First aid boxes are available in the hostels and the classroom area.

## Specialist Care

A learner or their family can request the School nurse or the Deputy Head Pastoral to arrange an appointment with specialists, including dentists, physiotherapists, dieticians, psychologists, and psychiatrists.

## School Counsellor

Ashford Academy learners or their parents/guardians, the Head of School or Deputy Head Teachers, the School Nurse, the Hostel Parent or the Boarding Tutor, may request a consultation for a learner with the school counsellor. The learner's Medical Doctor or the School Counsellor may refer them to other counsellors or therapists in consultation with the learner and the parent/guardian.

The internal referral system takes the following into account:

- Have the learner's consent
- Learner's privacy and dignity
- Effective, confidential documentation of meeting

## Emergencies

In an emergency, the learner is transported to a nearby Clinic or the Emergency Department at Levy Mwanawasa General Hospital. The Hostel Matron will accompany the learner until treatment has been received. Parents/ guardians will be notified as soon as possible.

The Hospital will be provided with student identity, next of kin, allergies, appropriate medication, details, history of previous illness, medical insurance and prior health challenges problem as indicated in appendix 2 for enrolment. Confidentiality of information, student privacy, and dignity is always maintained.

## 8 Spiritual Life

Ashford Academy is a non-indoctrinating School built on Christian values. We welcome students from other Christian backgrounds and different religious faiths. All boarders at Ashford Academy are encouraged to explore their spirituality and experience spiritual growth. On Sunday mornings, with the guidance of the Teacher on Duty, Boarders take time to share care scripture and conduct devotion.

These meetings are meant to be interactive and reflective while allowing the school community to come together. Learners are encouraged to participate in the devotions.

Suppose learners wish to attend a local church linked with your church. In that case, parents are advised to make private arrangements for their child to participate in such gatherings. All arrangements for the church outside the school campus must be communicated to the Head of the

Hostel. In addition, churches wishing to congregate with Ashford Academy learners must make such arrangements known to the Head of the Hostel, who will advise on the best possible dates.

## **9 Academic Development of Boarders**

Boarding life offers superb academic support for a boarder. They receive support from their peers, boarding tutors, and hostel parents beyond the educational contact times, thus giving an academic advantage to learners.

Ashford Academy Boarding Hostels are designed to have a home-away-from-home feel with beds and appropriate furnishing suitable for children's age groups. The hostel facilities are well-maintained, with dormitory areas for senior students and access to the internet via the Hostel Wi-Fi network. In addition to the boarding environment, various programs are designed to accord learners remedial learning after School and on weekends targeted at specific learners. Moreover, in a boarding environment like Ashford Academy, our Heads of Hostel are experienced teachers committed to the holistic development of learners under their care.

The class Tutors and Boarding Staff maintain close communication. This ensures that all prep sessions meet the teachers' and Ashford Academy's expectations. That way, the students maximise their potential in the classroom and support the School's goal of making boarding life at Ashford a precious and empowering experience.

## **10 Recreation for Boarders**

Our boarders need to enjoy a balanced, exciting, and happy social life, especially on weekends and after School, with extra-curricular programs aligned with the school community's learners' interests. The initiative of learners at Ashford are communicated through the Heads of Boarding and Deputy pastoral to support the recreational programs of the School.

Ashford Academy endeavours to create several programs, educational tours and residential activities around its 27 hectares that are age-appropriate for our boarders. The aim is to engage learners, give them opportunities they enjoy, and set an environment where they can develop their Social and Emotional skills.

Besides recreational activities and clubs, Ashford Academy has also established extra-curricular activities to encourage a healthy, active lifestyle. Such programs may include; Bushwalks, Swimming, Soccer, Golf lessons at Bonanza Golf Club, Cooking, Hockey, Basketball, Touch Rugby, Tennis, Movies, Mountain Biking, theatre and cultural events, spectating at local sports events and Board Games. Where appropriate, we host other schools on our campus.

The School provides as many free activities as possible. Activities that attract a cost will be communicated to you, and learners will have to contribute towards them. As per standard practice, charges will be kept minimum. The Pastoral Head will require parental permission for a learner to participate in any activity outside the campus and where the cost goes above K100. Charges will be added to the child's school account.

## 11 Daily Routines

### Weekdays

Days	Activity	Time
<b>Monday to Friday</b>	Rise up	05:30
	Hostel Duties	06:15
	Breakfast	06:30
	Assembly/Tutor time	07:10
	Start of Lesson 1	07:30
	Break	10:30
	Start of Lesson 5	10:50
	Lunch	12:20
	Start of Lesson 7	13.30
	Start of Extra-Curricular Activities	14:30
	End of ECA Activities	16:40
	Clean-up & Free Time	17:00
	Dinner	17:40

### Mealtimes

Days	Activity	Time
Monday to Friday	Breakfast	06:30
	Lunch	12:20
	Dinner	17:40
Saturday	Breakfast	7:00 – 8:00
	Lunch	12:30 – 14:00
	Dinner	17:30
Sunday	Breakfast	7:20 – 8:30
	Lunch	12:40 – 14:00
	Dinner	17:30

Day scholars and boarders are given lunch from the school dining hall.

**Bedtimes, Prep, and Rise up**

Days	Activity	Time	
Monday to Friday	Rise	05:30	
	Roll Call For All Boarders	18:40	
	Prep Times	Start of Prep For All Boarders	19:00
		End of Prep For Juniors	20:30
	Prep & Bedtimes For Seniors	Junior Dormitory Roll call	20.45
		Junior Hostels Lights Out	21.00
		End of Prep For Seniors	21:00
		Senior Hostels Roll call	21.00
	Senior Hostels Lights Out	21.30	
Saturday	Rise	06:00	
	Roll Call For All Boarders	18:40	
	Bedtimes	Juniors	21:30
		Seniors	22:00
Sunday	Roll Call For All Boarders	18:40	
	Bedtimes	Juniors	21:30
		Seniors	22:00

**Weekends**

On Saturdays, Ashford Academy Boarders participate in compulsory Co-Curricular Activities (CCA) scheduled by staff and with students' input. Signup for such activities is conducted during the week on Tuesday evenings with the supervision of Boarding Tutors and Hostel Parents/mistress. The CCA program is published on Friday, indicating all activities learners will participate in.

Activity	Time
Breakfast	06:00 - 07:00
Session 1	08:00 - 09:20
Session 2	09:20 - 10:20
Short Break	10:20 - 10:50
Session 3	10:50 - 12:20
Lunch	12:30 - 14:00
Free Time & Non-Compulsory Activities	14:00 - 16:00
Dinner	17:30 - 18:40
Roll Call For All Boarders	18:40
Tutor Group/ Hostel Activity or Free Time	19:00

Irregular Saturdays are set aside for regular school lessons, compulsory for all learners or inter-house sports events. Irregular weekends are fewer than regular ones; boarders and learners can expect one irregular weekend each half term. All irregular weekends are published in the school calendar, and learners and the school community are informed before the day. The School's Week B Timetable will apply for irregular Saturdays.

## 12 Leave From School

- The School does not consider that hotel or bed, and breakfast accommodation constitutes appropriate care for any pupil. We expect all parents leaving Ashford Academy to be under the supervision of a responsible adult who remains accountable to the parents and the School.
- Parents living overseas must submit the Leave Requests **via email** to the Head of Pastoral and copy the Head of Hostel at least seven days before the learner departs from School. The same applies to parents who arrange with family friends to host their child.
- It is a requirement for Ashford Academy Boarding Staff to know precisely where a pupil will be staying and the travel arrangements.
- Suppose a pupil is not going to be with their parents. In that case, it is, nevertheless, parents' responsibility to ensure that adequate, safe and secure arrangements are in place for their child's supervision before submitting a Leave Request to the Headteacher.
- Parents should ensure that travel arrangements do not require their son or daughter to miss School. We know that bus/flight times can make this difficult, but the School will publish key term dates well in advance.
- Leave involving a host will need to be approved by parents and the host.
- Heads of the Hostel will be responsible for granting leave. Suppose a request for leave involves missing school time. In that case, a separate request must be approved by the Headteacher.
- All leave is subject to the boarders not being required for school activities.

*'The Ashford Academy Rules apply outside the School as well as within it. Any action or behaviour which brings the School into disrepute may result in (a pupil) being required to leave.'*

**Ashford Academy**

### Half Term and Exeat Weekends

Ashford Academy students usually leave campus and go home or stay with their relatives if they cannot travel far to their homes. In the case of Exeat weekends, such weekends typically fall when there is a holiday or long weekend. Exeat weekends are not compulsory for all learners. However, students are encouraged to return to their families, giving the school staff a well-earned break.

Students return to School having a different experience and things to tell their school friends and parents back home. Spending a weekend out of School means they get to stay in a home rather than a boarding hostel. They can get up later, go shopping (if they are old enough to go out alone) and relax in different surroundings. They can eat home-cooked food and even help out with cooking family meals.

Although such weekends and privileges may not be straightforward and are an additional expense for international boarders, learners would still feel the need to utilise this worthwhile opportunity to reconnect with their families as much of the School is shut during this period. At the beginning of the term, such exeat weekends are indicated in the school calendar. Parents who cannot make arrangements for an exeat must communicate with the Head of Pastoral a week before an exeat weekend.

## Responsibility of Hosts

Hosts are responsible for the well-being of any boarder they are hosting. All hosts must be aware of the following for the boarder in their care at all times:

- Where they are;
- That they will not be involved in the use of (or exposed to the use of) substances banned at the School (alcohol, illegal drugs) or any actions which would breach the school rules); and,
- The hosts' contact details must be kept up to date, and mobile phones must also be reachable.

## Host Leave Queries

When a student leaves the Ashford Boarding Hostels for Host Leave, even though parents have directly given permission, the student's safety remains the School's concern at all times. To that effect, the boarding staff may challenge a student's attendance at a host's Hostel in circumstances that raise questions concerning the student's safety and well-being. Such occasions allow all parties to confirm the nature of the requested leave, ensuring that the student's safety is thoroughly prioritised before the leave is granted.

Hosts must sign out students at the hostels and may be required to show identification to the Teacher on Duty at Hostels when collecting a gate pass when picking up a boarder. No learner is allowed to exit without a Gate Pass from their Boarding Hostel Parent.

We encourage parents to contact host parents of students' social gatherings individually. We urge them to share their behavioural expectations with the host and their child and organise safety measures (e.g. clearly defined drop-off and pick-up procedures and phone access). The School recommends that conversation between parents also includes such issues as security and the presence of alcohol and illicit drugs.

## Leave with Parents during the week

Ashford Academy recognises the right of access by parents to their children at any time. Prior notification by parents allows sufficient time for Heads of the Hostel to check school commitments or activities for the learner for the period of leave requested. Boarders must ensure that study commitments are met when taking leave during the week. During the school week, return times for outings should be 19:00 hours to complete homework during Prep.

## Returning to School

Boarders must return to the Boarding Hostels at the designated time on their Leave Slip and by 21:00 hours at the latest. In the event of a delay, parents, guardians, or the responsible host must ring the TOD or Boarding Hostel Parent (regardless of the time of day or night) to notify him of the boarder's late return to the Boarding Hostel. This guideline must be met for the learner not to be reported as Absent Without Leave (AWOL).

# 13 The Boarding Hostel

## Behavioural Expectations

Students who enrol as boarders at Ashford Academy agree to abide by the expectation that they will exercise good judgment, promote our values, and demonstrate common sense, courtesy and respect towards other boarders and staff.

School behavioural expectations apply when boarders are on leave. All students should familiarise themselves with the School Rules and Regulations.

Consequences will assist the boarder in reflecting and learning from their mistakes and making better choices in the future. Minor breaches of behavioural expectations are dealt with by the Teacher on Duty and the Head of the Hostel. However, the Headteacher must be informed.

Procedural fairness is a critical focus in all disciplinary proceedings at Ashford Academy. More serious breaches of expectations may be referred to the Student Affairs Management Committee (SAMC). The committee generally consists of the Head of the Hostel, the Boarding Supervisor and two appointed staff when convened. The process allows for an objective review of the incident. It encourages reflection before consequences are recommended to the Head of the School.

Severe breaches of rules include the following;

- Theft
- Physical assault
- Antisocial behaviour
- Smoking
- Consumption, possession or supply of alcohol/drugs
- Absence without leave and
- any behaviour which may result in injury or harm to others.

## 14 Use of Electronic Devices

Ashford Academy's internet security system and Wi-Fi block content, websites, language, and search functions considered inappropriate for adolescents. Measures to restrict inappropriate content must also be put in place by Parents when providing their son or daughter with a phone or other electronic device. These safeguard your son or daughter from accessing and sharing inappropriate material. Most importantly, learners must be taught about the dangers and opportunities of using technology before acquiring them.

### Computers

The School allows learners to enjoy balanced computer access for educational and recreational use. All learners are responsible for appropriately using and caring for their personal computers if they wish to bring one from home. Also, parents should ensure that they are familiar with the appropriate Laptop/Computer Policy in their son or daughter's Hostel.

### Mobile Phone Policy

Mobile phones are accepted, and it is acknowledged that they give essential communication access to parents.

In accepting mobile phones, it is expected that they will be used responsibly. Boarders may not use their phones during the school day, roll call, assemblies, meals in the Dining Hall, or evening prep and bedtimes.

Any learner found using vulgar or obscene language, harassing, displaying antisocial behaviour, or transmitting/displaying unapproved, inappropriate images of other persons will face disciplinary action, including a ban on cell phone use on campus.

Irresponsible mobile phone use, which includes accessing inappropriate material or using their device to hurt others, will result in its confiscation as determined by the Head of the Hostel according to the level of breach of use.

### Internet Facilities

The School has internet facilities accessible to registered learners. All learners submit their devices to the Information Technology Department for registration on the School Wi-Fi network for registration purposes. No unregistered devices will be able to access the School's internet.

The School has a computer lab with sufficient and networked computers for students to research a time set aside by the ICT teacher.

In addition, each Hostel will have internet access through the Wi-Fi access points in the common rooms.

### **14.1 Restrictions on Use**

Learners are not allowed to use mobile phones during evening prep. We expect parents not to call learners during Prep or class. All boarders must hand in mobile phones and computers before lights out. The only exceptions are Grade 12 students, but they must agree not to use past bedtime. Phones are also locked away during regular school programs, such as academic times and extra-curricular activities. In any case, the Hostel Parent must be made aware.

While we recognise the importance of communication, we also know that having cell phones on campus comes with challenges. Ashford academy may allow children to use phones at specific times, and this privilege is subject to the following conditions;

- Parents consent for the child to bring a phone to School
- Responsible use of the cellphone as guided above and in line with the school ICT policy
- Having the device logged into the school network.

All gadgets not registered on the school network and declared to the hostel parents will be confiscated.

### **Electrical Goods**

All electrical goods or appliances brought into the boarding hostel by students should be safety tagged for Health and Safety reasons. These tags indicate the owner's name and that the device is unlikely to cause harm. Parents should ensure that all appliances are tagged before they come into Boarding. Untagged electrical items may be confiscated. Students must ensure that they turn off all electrical goods before leaving for School.

## **15 Security of Belongings**

At Ashford Academy, learners are trained to be responsible for their belongings and personal effects. Each boarder is responsible for securing their belongings. Sufficient storage lockers are provided for each boarder; they are expected to use them and lock accordingly.

Lost items must be reported immediately to the Teacher on duty and Hostel Parent to make attempts to locate the items. The longer it takes to register missing items, the less possible location of such things.

### **Pocket Money**

Learners need enough pocket money to cover everyday expenses. They are strongly encouraged not to lend or borrow, so they must receive a regular allowance. This negotiation between parents and their children should not be excessive.

Ashford Academy has a tuckshop and a school shop open at break times, after ECA activities, and at weekends. The tuckshop stocks snacks such as biscuits, crisps, and drinks. The shop also has airtime, toiletries and padlocks available for sale if students want a replacement. The shop is operated by EduServe and stocks all school uniforms and stationery supplies.

The allowance for amounts of tuck is strictly adhered to. Students should not have more tuck than what can fit into a space at the bottom of their locker. Tuck left open in cupboards is confiscated because it encourages cockroaches, mice, and snakes. Boarders have opportunities during the week

to buy items from the tuckshop. At selected weekends, the Head of Pastoral, with the help of the Boarding Hostel Parents/mistress, will organise trips for Boarders to local shops or malls. Such trips are communicated with parents in the school diary. They are subject to parents signing an indemnity and Consent Form.

Parents of Secondary School Boarders who prefer to leave money with their child's Head of Hostel must contact them directly to arrange this. Between K600 and K1,200 per term should be adequate. Suppose there is a need for a boarder to bring a large sum of money, pay for extra coaching outside of School, or buy personal items. In that case, it should be handed immediately to the Head of the Hostel until needed. The Hostel Parents have one evening weekly when boarders can withdraw money from the safe.

Parents wishing to top-up their child's pocket money at mid-term or exeats may send such funds to the Head of Hostel. We advise all parents to use a sealed envelope addressed to the appropriate Hostel Parent.

Neither the School nor the Heads of the Hostel will be held responsible for money not left in their custody.

### **Bicycles**

The School promotes healthy recreational activities outside of the classroom environment as part of the broader school curriculum. Learners may bring a bicycle to School to use as recreational equipment. While embracing this vital aspect of recreation in the school community, we know the risks posed to learners and the equipment's security. For that reason, the parent must take full responsibility for the use of bicycles by their child. In case of injury, indemnify the School against any harm to their son or daughter.

It is the responsibility of every parent to provide their child with a helmet and any other required safety equipment. No student is permitted to ride a bicycle without a helmet. A breach of this rule will result in the confiscation of the bike. All bicycles must be washed appropriately and mounted on the bike rack.

### **Breakages and Damage**

Boarders must respect the facilities they reside in, their personal property, and that of others. Borrowing items is not encouraged because of the likelihood of responsibility should breakages or damages occur. All damages should be reported to Ashford Academy promptly.

Students will be held responsible, and parents may have to pay in the event of any breakages incurred while engaging in inappropriate use or irregular activity such as;

- Playing ball games inside
- Abuse of recreational equipment or negligence.
- Reasonable care should be exercised when handling boarding hostel furniture at all times.

## **16 Bounds**

Ashford Academy learners should observe the limits around campus for their safety and well-being. Under no circumstances will learners be allowed to go beyond the Boarding Hostel Parents' Hostel and into the bush area behind the sports facility without the supervision of the teachers.

Any visits to the top of Makaka Hill north of Ashford Campus must be sanctioned by the Heads of Boarding, who supervise cyclists, nature walks, and other outdoor learning activities. Only cyclists with appropriate safety gear will access the cycling trail up Makaka hill.

## 17 Prohibited Items

- Boarders should not have any drugs/medication in their possession that a doctor has not prescribed and managed by the Hostel Parent.
- Boarders should never have any illegal substances, cigarettes, tobacco products, or alcohol in their possession.
- Boarders should not have in their possession knives or weapons of any sort.
- If there is any doubt, the responsibility rests with the boarder to check with the Head of the Hostel before bringing the item in question into the Boarding Hostel.

## 18 Dining Hall

All meals and scheduled snacks for boarders and staff on duty at Ashford Academy are provided by EduServe. Day pupils receive lunch at the dining hall.

EduServe Limited is a wholly-owned subsidiary of the Rhodes Park Schools Group dedicated to serving the Zambian private education sector with premium school catering, school uniforms and stationery, and other services. EduServe has over a decade of experience providing food to the canteens at Rhodes Park School and Woodford School Lusaka.

A qualified chef leads our kitchen staff to provide a tasty, varied and nourishing menu for our boarders who take meals in the School Dining Hall.

The following are behavioural expectations for all who use the dining hall:

- Attendance at meals is compulsory.
- A learner is entitled to ask for assistance when they need help from the kitchen staff.
- Learners must exhibit good manners that complement the community spirit.
- Phones should not be used in the Dining Hall.
- No food should be removed from the Dining Hall (except at lunchtime, for late meals and with written permission from the Hostel Parent)
- Students are to be dressed appropriately.
- Where casual clothes are worn to dinner, those clothes must be neat. Girls should not show their waists and chests; singlet tops are discouraged.
- Crockery and cutlery are not to be taken from the Dining Hall
- Students do not wear hats w are seated in the Dining Hall.

## Visiting other Boarding Hostels

Parents, Guardians and relatives of boarders are welcome to visit learners on campus, given that they have made prior arrangements with the hostel parent before they visit.

Upon arrival on campus, visitors check in with the Head of the Hostel to announce their arrival. Family members or visitors not registered in the school records must inform parents of the child they wish to visit. Parents or Guardians should then notify the Hostel Parent before the planned visit. In the same way, students must inform the Teacher on Duty when their visitor arrives.

Day scholars must have permission from the Hostel Parent to enter the boarding hostel. Boys and girls are not permitted to visit each other's Boarding hot all. Visits to the boarding hostel are limited to the hostel office and only with the Teacher's supervision on duty. All students are expected to greet all visitors and treat them with the courtesy expected in the School.

### 18.1 Food

Boarders are allowed to have food within the boarding hostel and are encouraged to have small amounts of tuck after School and in the evening. Such food must be safely packaged in plastic sealable containers. Food should only be consumed in designated areas of the Hostel and should not be consumed in bedroom areas.

All Boarders are responsible for cleaning up after themselves and keeping the kitchen facilities in common rooms tidy and hygienic. Please be wary of food containing nuts or peanuts due to students who may be allergic to these food types.

## 19 Travel

Parents and Guardians of Ashford Academy must make private arrangements whenever learners travel to School and back home at the end of the term. Where learners need transfers to the Kenneth Kaunda International Airport, the Head of Pastoral will generate and circulate a flight schedule to ensure that such boarders are accompanied to the airport to board flights.

We urge the parents to send all travel tickets a week before the end of the term to give time for transport arrangements to be made. Parents who wish to pick up their children from campus must also inform the Head of Hostel about departure and transport arrangements.

## 20 Dress Code

Boarders should observe the appropriate dress codes at Ashford Academy for various formal and semi-formal occasions. Please ensure your child has suitable clothing to follow the standards expected. The following dress code is a guide:

- Chapel – smart casual clothes; long pants or skirt/ dress, collared shirt, sleeves, shoulders covered, enclosed shoes
- Lunch in the Dining Hall – Formal School uniform except for weekends
- Dining Hall – neat casual clothes
- Weekends – neat casual clothes

## 21 Our Child Safety Code of Conduct

A Child Safety Code of Conduct lists appropriate behaviours and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and proper and inappropriate relationships.

When everyone is educated about the Code of Conduct and its importance, the School environment becomes transparent, and members are responsible for their behaviour. When individuals are clear about behavioural and professional expectations, they are likelier to act fittingly and with children. Refer to the Ashford Academy Teaching Standards for Teaching Staff for more detailed guidance.

Most importantly, a Child Safety Code of Conduct helps to protect children from maltreatment. This Child Safety Code of Conduct applies to all staff, interns, students, parents and guardians, contractors and visitors to Ashford Academy. The School's Child Safety Code of Conduct has the following expectations of behaviours and boundaries for all individuals interacting with the learners in our School community.

### DO:

- Behave as a positive role model to students and promote high expectations.
- Prioritise the safety, welfare and well-being of all learners
- Be observant and proactive concerning student safety and child protection issues
- Provide age-appropriate management for learners
- Fulfil with procedures available at Ashford Academy concerning child protection
- Treat all students with respect and fairly
- Promote the safety, participation and empowerment of students with a disability
- Promote cultural diversity and encourage participation, empowerment and respect for diversity among students
- Use affirming language towards students and promote positive language
- Promote the student's voice and pay close attention to their concerns with respect in mind

- Respect cultural, religious and political differences.
- Provide and support an open, safe environment for all students to interact and socialise
- Proactively intervene when learners engage in inappropriate bullying behaviour towards others or act in a way that humiliates or goes against the ethos of the school community
- Report any breaches of this Child Safety Code of Conduct.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe
- Call the Head of School or Head of Hostel if you have immediate concerns for a student's safety
- Respect the privacy of students and their families and only disclose information to people who need to know

**DO NOT:**

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour
- Use prejudice, oppressive behaviour or inappropriate language with students or staff
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student or staff based on culture, race, ethnicity or disability
- Engage in open discussions of an adult nature in the presence of students
- Engage in any form of sexual conduct with a student, including making sexually suggestive comments and sharing sexually suggestive material
- Engage in inappropriate or unnecessary physical contact or behaviours, including doing things of a personal nature that a student can do for themselves.
- Engage in physical violence towards a student, including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline
- Engage in any form of behaviour that can cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students)
- Engage in undisclosed private meetings with a student that is not your child.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student
- Take or publish (including online) photos, movies or recordings of a student without the Teacher's/Parental/Guardian's consent
- Post online any information about a student that may identify them, such as their: full name; age; email address; telephone number; residence; School; or details of a club or group they may attend
- Ignore or disregard any suspected or disclosed child abuse

Our Child Protection strategy includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all staff, coaches, contractors, and interns to maintain professional boundaries between students and adults at Ashford Academy. This policy supports professional and pastoral standards for teaching and boarding staff.

## 22 Disciplinary Procedures

Where a staff member breaches the above Code, Ashford Academy may take corrective action, including dismissal in the case of severe breaches. Where any other school community member breaches any obligation, duty or accountability within our Child Safety Code of Conduct, the School will take appropriate action.

## 23 Report Any Child Protection Concerns

Our Child Protection Program also includes information for teaching staff members and boarding staff to contact relevant child safety leads upon identifying key risk indicators of child abuse and reporting child abuse concerns through Child Protection Officers. It also contains detailed procedures concerning reporting child abuse incidents to relevant authorities. Communications will be treated confidentially on a need-to-know basis. Whenever there are concerns that a child is in immediate danger, contact the Head Teacher using the details below.

## 24 Communication

Ashford Academy actively encourages communication between parents, boarding staff and students to support the School's obligation to learn and emphasise values and attitudes promoted in the classroom, the boarding hostel and the various peer groups or clubs.

Life at Ashford Academy in Boarding is a harmonious partnership involving the student, their home and the School. For that reason, Ashford Academy values engagements with parents in good faith and for the good of the learners' well-being under our care.

You are encouraged to contact the relevant Head of the Hostel to discuss an issue. The most effective method of communication is by either telephone or email; however, we have listed several ways for parents to maintain contact:

- Email
- Phone calls
- Personal contact
- Newsletters/School Diaries/bulletins

Each fortnight, the School publishes an electronic newsletter called the Head Teacher's Diary, sent by email to all parents, staff and students. It contains all the information needed for the weeks ahead and reflects on activities that have just occurred. We recommend that all parents of Ashford Academy take the time to read this publication to familiarise themselves with events happening in School and those planned in the weeks or days ahead.

Parents should also look forward to articles written by learners concerning boarding life and personal topics of interest they share with the community. You can also follow the School events by liking the Ashford Academy [Facebook Page](#).

The School's primary hub for essential information and reference material is the Ashford Academy website [www.ashfordacademy.net](http://www.ashfordacademy.net). The website has a download page that contains all relevant school information, school fees, policies, contact details, and upcoming activities on the calendar. The School will share via email with concerned parents for more urgent communication and routine updates.

## 24.1 Contacts

### School Management Team

Chief Academic Officer	Mr Samuel Lungu	0963 885 225	<i>samuel.lungu@rhodesparkschools.group</i>
Head Teacher	Mr Noel Masona	0963 433 673	<i>noel.masona@ashfordacademy.net</i>

### Pastoral Team

Head of Girls Boarding	Mrs Christine Mulenga	0978 474551	<i>christine.chilumbu@ashfordacademy.net</i>
Deputy Head of Girls Boarding	Ms Elina Mwenya	0969 600058	<i>elina.mwenya@ashfordacademy.net</i>
Head of Boys Boarding	Mr Maxwell Chibesa	0977 412343	<i>maxwell.chibes@ashfordacademy.net</i>
Deputy Head of Boys Boarding	Mr Charles Phiri	0967 789001	<i>charles.phiri@ashfordacademy.net</i>
CCA Coordinator	Mr Lloyd Siwale	0977 411985	<i>Lloyd.siwale@ashfordacademy.net</i>
Girls Matron	Ruth Musonda	0961 822898	<i>ruth.musonda@ashfordacademy.net</i>
Boys Matron	Alice Mwale	0976 186400	<i>alice.mwale@ashfordacademy.net</i>

### Sending Parcels and Postal Mail

Postal Address: ***Child's Name, Boarding Hostel***, Ashford Academy, Plot L 16850/M Ngwerere Road, Near Six Miles, Chibombo District PO Box 37255, Lusaka.

Parcels: Express mail delivery operators will deliver packages to the school office, and the address to use is;

***Child's Name, Boarding Hostel***, Ashford Plot L 16850/M Ngwerere Road, Near Six Miles, Chibombo District.

## 24.2 Feedback and Complaints

Parents and guardians may approach their child's Hostel Parent or the Headteacher for feedback, concerns or complaints.

Alternatively, please email [info@ashfordacademy.net](mailto:info@ashfordacademy.net) to submit a formal complaint.



# ASHFORD ACADEMY



## APPENDIX 1: What To Bring

In addition to school and sports uniform requirements, stationery, books and personal hygiene items, boarders should bring the following:

- Mosquito repellent
- A term's supply of face masks
- Lotion
- Bathing soap or shower gel
- Sleeping clothes/pyjamas (2-3 sets winter and summer)
- A week's worth of casual clothes for everyday wear (for hot and cold weather)
- Smart casuals – jeans, trousers (skirt or dress for girls), belt, collared shirts, long-sleeved buttoned shirts, tie, dress shoes, socks, jumper/jacket.
- Footwear (1 x slippers, 1 x sports shoe, 1 x casual shoe, 1 x school shoe)
- Duvet and Duvet cover (To fit a single bed)
- Two sets of bedsheets (To fit a single bed)
- Pillow
- Small backpack
- A towel
- Tissues
- Sunscreen/hat or cap
- Toothbrush, toothpaste and mouthwash, soap, shampoo, nail clippers, shaving gear, hairbrush/comb, deodorant, and other personal hygiene needs
- Large laundry bag with drawstring
- Small mesh laundry bag with drawstring
- Shoe polish
- Coat hangers
- Spare name tags
- 2 x padlocks
- Airtight food containers
- Microwave bowl and eating utensils, mug, a teaspoon
- Water bottle
- Wet weather jacket
- Face masks
- Hand sanitiser (3 bottles)

### Optional items

- Photographs, posters and appropriate pictures
- Box files for filling personal study materials
- Personal music devices and headphones (not speakers)

## **Dress Code**

Boarders should observe the appropriate dress codes at Ashford Academy for various formal and semi-formal occasions. Please ensure your child has suitable clothing to follow the standards expected. The following dress code is a guide:

- Chapel – smart casual clothes; long pants or skirt/ dress, collared shirt, sleeves, shoulders covered, enclosed shoes
- Lunch in the Dining Hall – Formal School uniform except for weekends
- Dining Hall – neat casual clothes
- Weekends – neat casual clothes

## **What not to bring:**

- Personal game consoles/games
- Personal TVs
- Large stereos or Bluetooth speakers
- Fridges
- Large amounts of sweet foods or drinks
- Unsuitable/hazardous recreational equipment (nerf guns, dartboards etc.)



# ASHFORD ACADEMY

## APPENDIX 2: Boarding Sign-up, Indemnity and Medical form

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Nationality: \_\_\_\_\_

Date of expiry: \_\_\_\_\_

### Emergency contact details

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

### Indemnity for trips/school events

I give permission for my child (named above) to travel with teachers, parents and/or other authorised members of the Ashford Academy community who have agreed or volunteered to provide transport for school outings/events scheduled throughout the school year. This may include teachers/parents of friends who provide transportation in personal vehicles.

I understand that whilst every reasonable precaution will be taken, the School and staff will not be held responsible for any loss of life, injury, loss of, or damage to personal belongings, however caused.

I agree to allow the staff to *act in loco parentis* and administer any required medication and/or authorise treatment in an emergency (On consultation with parents).

Parent/ Guardian Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

### Medical details:

Medical Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_  
expiry: \_\_\_\_\_

Date of

Details of any Medical Conditions: \_\_\_\_\_

Treatment for above medical condition: \_\_\_\_\_

Details of any other medications being taken: \_\_\_\_\_

Does your child have asthma? Yes / No

Details of any allergies: \_\_\_\_\_

**Permission to administer medication**

- **By Head of Hostel or School nurse**

<b>Medication</b>	<b>Yes</b>	<b>No</b>
a. Cetirizine (allergic reaction)		
a. Paracetamol		
b. Antihistamine cream		
c. Povidone Iodine cream		
d. ORS (rehydrate salts)		
e. Cough/sore throat lozenges		
f. Diclofenac cream		

- **By school nurse or clinic**

<b>Medication</b>	<b>Yes</b>	<b>No</b>
a. Adrenaline injection		
b. Diclofenac cream		
c. Hydrocortisone injection		

- **Swimming and Cycling**

a. Swimming ability - Weak / Average / Strong

b. Cycling ability - Weak / Average / Strong

c. Permission to swim Yes / No

d. Permission to cycle/ skateboard/roller-blade on school property (**with protective helmet**) Yes / No

- **Visits to Makaka Hill**

Permission to go in a group for cycle activity/ nature walk (all age groups) with a teacher Yes / No

- **Privacy / Photography**

Permission for photographs to be used in school marketing material Yes / No



# ASHFORD ACADEMY

## APPENDIX 3: Authorisation to Release Medical Information

Name of Patient: \_\_\_\_\_

Student Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I \_\_\_\_\_, the parent of the student mentioned above at Ashford Academy, permit the treating Physicians to **release** medical findings and reports for treatment received to Ashford Academy staff, doctors or any health personnel recommended by the School for referrals and advanced healthcare.

I understand that I am permitting to release medical information from treatment received that may include information relating to psychiatric treatment, drug/alcohol treatment, AIDS/HIV testing or treatment of sexually transmitted disease, all Pathology / Radiology and medical findings by treating medical professionals unless indicated in the following instruction.

I understand that information disclosed under this authorisation might be re-disclosed by the recipient. I understand that signing this authorisation is voluntary, and my treatment will not be conditioned upon my consent to this disclosure: I understand I have the right to revoke this authorisation at any time in writing.

Patient Name: \_\_\_\_\_

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SIGNATURE OF PARENT / LEGAL GUARDIAN IN CASE OF MINOR OR LEGAL REPRESENTATIVE IF PATIENT IS UNABLE TO SIGN:

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Relationship to the patient, circle as applicable.

- a. Parent
- b. Legal Guardian