

ABBEY
COLLEGE
MANCHESTER

Clydesdale House

Boarding Handbook

September 2026

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Statement of Boarding Principles

Our Mission: To provide a safe and stimulating learning environment which maximises individual potential and ensures every student is well equipped to meet future challenges.

Abbey College Manchester aims to follow our mission statement by providing 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. Our boarding is based on mutual respect for all members of the community. Safeguarding and promoting the welfare of our boarders is of paramount importance to us. Our boarders benefit from a safe and secure environment in which they can develop the skills required to live independently whilst being part of the boarding community. Each boarder benefits from the constant and consistent support given by our boarding team. The approach is individual-centred, supporting each student by addressing their individual needs. Each individual has the right to work and relax, free from intimidation, harassment, teasing and bullying. Boarders and staff acknowledge the right of each person's privacy. Boarders are encouraged to develop responsibility for themselves and for others, gaining leadership qualities and contributing to an environment which promotes tolerance of, and respect for, others and British values. There is equality of opportunity for all boarders, irrespective of gender, ethnicity, religion, culture or disability. All boarders are actively encouraged to join in with activities from our enrichment programme and the recreational social calendar. All boarders should be enabled to develop spiritually, culturally, morally and socially during their time at the college. We operate boarding in compliance with the National Minimum Standards for boarding schools and exceed those standards wherever possible. In March 2026, as part of our Independent School Inspection, the boarding residence was assessed in relation to the National Minimum Standards and were compliant.

Boarding Ethos: At Clydesdale House we strive to ensure that students receive the best pastoral care while providing a space that is safe, comfortable and inclusive. We endeavour to promote the holistic growth of all our boarders by creating an environment that meets the needs of the individual student. We offer a fixed schedule that provides the structure and routine for our students to grow in their personal lives and succeed in their academic pursuits. Our boarders have access to their own kitchen and laundry facilities and we have a wide variety of local wellness centres which students are encouraged to join to look after their physical health as we understand that this is as important aspect that goes hand-in-hand with their academic success. We run a 'home pod' mentoring system where students are grouped and split between houseparents. Home pods meet to discuss important topics which arise in the students' daily lives, budgeting and self-care for example, and we use these meetings as a tool to help our students navigate their daily lives. At Clydesdale House we believe in fostering a sense of independence among our students as we help them prepare for life after boarding.

Safeguarding:

Safeguarding Structures and Responsibilities

All boarding staff are trained regularly in safeguarding and child protection procedures and are aware of how to identify and respond to concerns. Staff understand the importance of acting promptly, professionally and in the best interests of the student at all times. The boarding team works closely with, Mrs Jen Nute the Designated Safeguarding Lead (DSL) and senior pastoral staff, Mr Marc Gerard Cronin, Head of College. Any safeguarding concerns, disclosures or observations are reported immediately in accordance with school procedures and are recorded appropriately. MyConcern, a reporting and logging system is used to log and keep track of concerns that arise, boarding staff are well acquainted with this system and are able to report safeguarding concerns appropriately.

Creating a Safe Boarding Environment

Clydesdale House provides a safe, supportive and respectful environment in which students feel secure and confident. Staff are visible, available and approachable, and supervision arrangements are robust and responsive. Clear boundaries are maintained at all times. Students are treated with dignity and respect, and their privacy is upheld appropriately. Safeguarding considerations are integral to decision-making within the boarding house, including behaviour management, sanctions, activities, trips and medical care.

Listening to Students and Raising Concerns

Boarders are encouraged to speak openly and are supported in understanding how to raise concerns, worries or complaints. Students are made aware of who they can talk to within the boarding house and the wider school, and are reassured that their concerns will be listened to and taken seriously. Staff ensure that students know how to access help and understand that they will be supported appropriately. Students are able to approach any member of the boarding team with any worries or concerns they may have or they may use the suggestion form QR code displayed around the boarding house. Students are also able to contact houseparents using the houseparent phone line.

Safeguarding and Behaviour

Staff are alert to the possibility that changes in behaviour, repeated incidents, or emerging difficulties may indicate a safeguarding concern. Disciplinary measures are never used as a substitute for safeguarding action. Where appropriate, behaviour concerns are escalated and managed within the school's safeguarding framework.

Review and Monitoring

Safeguarding practice within Clydesdale House is monitored and reviewed regularly by senior leaders to ensure continued effectiveness, compliance with statutory requirements and alignment with inspection expectations.

Policies:

The policies listed below are relevant to boarding and can be found on the college website under the 'policies' tab.

- Accommodation admissions policy
- Anti-bullying policy
- Anti-slavery and Human trafficking statement
- Attendance and punctuality policy
- Behaviour and exclusion policy
- Disability access plan
- Equal opportunities policy
- First Aid Policy
- Group Complaints Procedure
- Health and Safety Plan
- Online Safety Policy
- Mobile Phone Policy
- PHSEE Policy
- Relationships and sex education policy
- Safeguarding and Child Protection policy
- Statement of boarding principles and practice
- Privacy Notice for Students and Parents

Boarding staff keep an individual file for each student containing their personal information, guardian details as well as allergen information. Medical files are also kept for individual students containing information regarding medicines given to students as well as allergen information. Information on prescribed medications and allergies for students is available to all boarding staff.

Our boarding team is suitably experienced and keep a house diary to log events of importance so that information is suitably shared. Any safeguarding and pastoral concerns are communicated with Jen Nute (SENDCo and DSL).

Missing Boarder Procedures:

Boarder registration happens 3 times a day. Once when students leave Clydesdale House in the mornings for College, when they return from College in the afternoons and at curfew time during curfew checks. These registration periods double as soft-contact points where the boarding team is able to observe boarders to ensure their wellbeing. If at any stage a boarder is found unexpectedly missing, the following procedures will occur:

- Checks will be made by a houseparent
- Houseparents will attempt to communicate with the student
- Houseparents will make contact with the student's friends without causing alarm
- If the student remains missing, the Head of College will be contacted
- The Head will decide when to inform parents of the missing student
- On the Head's command, the police will be contacted
- Police will require essential details like: age, height, address, distinguishing features and clothing.
- A photograph of the student should also be given to police.

Communication

From or with the College / Clydesdale House

We welcome communication with parents and encourage parents to communicate with the college if they have any worries or concerns about their child or if their child has any worries or concerns. Parents are always welcome to visit Clydesdale House.

Should the need to report a complaint arise, the process for this can be found on the College website, we encourage parents to contact the Head of College to discuss their concerns at the first instance.

Getting in touch with your child

Students at Clydesdale have access to their phones and are able to and encouraged to call home as they require. The houseparents are also contactable 24/7 and can be contacted via the houseparent cell on: +44 7827345431, parents are encouraged to call/ text this number if they are unable to contact their child and the houseparent team will help you get in touch.

Parents are encouraged to contact Alex, with any concerns or worries regarding boarding at Clydesdale House

Alex Deetlefs (Head of Boarding) – alex.deetlefs@abbeymanchester.co.uk
Contact No. +44 78 1406 9398

Boarding Staff:

Our boarding house is run by the head of boarding, a team of houseparents, the house chef and assistant cook. The houseparent team and head of boarding all live within Clydesdale House and the houseparent contact cell phone is available for contact 24/7 for students as well as parents:

Mr Alex Deetlefs – Mr Alex Deetlefs is our Head of Boarding and Senior Houseparent

Ms Jade Moran – Ms Jade Moran is our Senior Assistant Houseparent

Ms Leigh Phipson – Ms Leigh Phipson is one of our houseparents, and lives on the first floor

Dr Imelda Gallagher – Dr Gallagher is one of our houseparents, and lives on the second floor

Ms Tai Mofutau – Our in house professional chef caters for our packed lunches and our dinners

Ms Miracle – Our kitchen assistant that assist Ms Tai in taking care of the Chef's kitchen

Ms Vera Marques – Our weekend chef that occasionally assists Ms Tai with meals during the week

Mr Paul Jones – Our bank houseparent who occasionally covers duties when houseparents are away

Mr Marc-Gerard Cronin – Head of College

Mrs Jen Nute – College Designated Safeguarding Lead (DSL)

Induction Process:

At the start of the new academic year, all students, new and returning, go through the induction process. For the returning students, a refresher of how everything works is important, and for new students and induction to their new home away from home is vital.

What to expect:

On arrival, students can expect to be greeted by a team of houseparents. A houseparent will show the student to their room so they may drop off their luggage. Once they have dropped off their things they will do a short tour of the residence. On completion, the houseparent and the student will work through an online induction form where **allergies, medical information, emergency contact information** and other important information will be captured. Once the induction process is complete the student will be given time to unpack their bags. If the student arrives before dinner time they will be taken to dinner by a houseparent and introduced to Tai (our house chef). After dinner a houseparent will come around to check if the student requires help with anything and they will be informed if there are any activities for the evening. The houseparents will arrange meet and greet events for students to meet one another. At 21:00 a houseparent will come around to perform a curfew check to ensure the student is in their room and if they require anything before bed time.

NB: Students will be required to sign a form that acknowledges their understanding and acceptance of the house rules and code of conduct.

Clydesdale Code of Conduct

Our boarding house is a small, diverse, and welcoming community located in the heart of Manchester city centre. We pride ourselves on being a relaxed and supportive environment where students can live, study, and grow together.

To ensure that everyone feels safe, respected, and comfortable, we have established a clear Code of Conduct. While we aim to keep rules to a minimum, the expectations outlined below are **non-negotiable** and apply to all students at all times.

Core Values

Our boarding community is built on the following core values:

- **Respect for others**
- **Respect for shared and personal spaces**
- **Consideration for the wider community**
- **Personal responsibility**
- **Good manners and mutual courtesy**

These values guide both the spirit and the letter of our Code of Conduct.

Expectations of Conduct:

Respect for People

All members of the boarding house are expected to treat others with kindness, fairness, and consideration at all times.

- Discrimination, bullying, harassment, or exclusion of any kind will not be tolerated.
- Students must respect differences in culture, background, beliefs, and identity.
- Conflicts should be handled calmly and respectfully, seeking staff support where needed.

Respect for Spaces

Our boarding house is both a home and a shared living environment.

- Students are expected to keep their bedrooms and shared areas reasonably clean and tidy.
- Shared spaces (such as kitchens, bathrooms, corridors, and common rooms) must be left in a condition that others can use comfortably.
- Any damage to rooms or shared areas must be reported immediately to boarding staff.

Clydesdale Code of Conduct

Respect for Equipment and Property

All house equipment and furnishings are provided for student use and comfort.

- Equipment must be used appropriately and for its intended purpose.
- Deliberate damage, misuse, or neglect of property will lead to consequences and may result in financial responsibility for repairs or replacement.
- Students should report faulty or broken equipment promptly.

Manners and Everyday Courtesies

Basic manners are an essential part of living in a community.

- Students are expected to use polite language, including “please” and “thank you”.
- Staff, visitors, and fellow students should be spoken to respectfully at all times.
- **Consideration** should be shown in everyday actions, including sharing spaces, waiting turns, and helping one another.

Noise and Quiet Hours

To ensure everyone can rest, study, and recharge, quiet hours are strictly enforced:

- **No noise after 9:00pm**
- **No noise before 7:15am on weekdays**
- **No noise before 10:00am on weekends**

This includes loud conversations, music, phone calls, gaming, and any other disruptive behaviour. Headphones should be used where appropriate.

Punctuality

Punctuality is a key life skill and an important expectation within our boarding house.

- Students must arrive on time for house meetings, check-ins, registrations, curfews, college commitments, and any scheduled boarding activities.
- Late arrivals without a valid reason will result in follow-up from boarding staff and an appropriate sanction.

Respect for the Community

Living in a boarding house means being part of something bigger than yourself.

- Students are expected to contribute positively to the house atmosphere.
- Actions that negatively affect the wellbeing, safety, or reputation of the house will be taken seriously.
- Students should follow staff instructions promptly and respectfully.

Clydesdale Code of Conduct

Breaches of the Code of Conduct

Failure to meet these expectations will be addressed by boarding staff. Responses will be proportionate and may include but are not limited to:

- Verbal reminders or warnings
- Restorative conversations
- Parental/guardian contact
- Loss of privileges (early curfews etc)
- Further disciplinary action, in line with College policy

The aim of all interventions is to support learning, responsibility, and positive growth.

Final Note

This Code of Conduct exists to protect the wellbeing, comfort, and happiness of everyone in our boarding house. By respecting these expectations, students help create a community where everyone feels valued, safe, and at home.

We thank all students for their cooperation and commitment to upholding these standards.

House Rules

Here at Clydesdale we have a couple rules in place that will help students succeed in their time with us.

Curfew

- Students are expected to be **back in Clydesdale** by **9pm** on weekdays (Sunday – Thursday) and **10pm** on **weekends** (Friday & Saturday)
- In the mornings students will be required to leave Clydesdale for the College **no later than 08:40**.
- On weekdays, students are expected to be in their own wing, at 21:00
- On weekends, students are expected to be in their own wing at 22:30

Kitchens

- Students will be sharing a kitchen space. As this is a shared space, it can get messy. Please ensure that you **clean up, wash up and pack away** anything you have used right after you have used it. (Do not leave anything over night to 'soak'.)
- Do not leave any cooking unattended.
- There are bins that will fill up and eventually need to be taken out. Please ensure that you take out the bins when you see it has filled up. (**We will set up a mandatory rota if this is not being taken care of amongst students on the wing**)
- If we see that your kitchen's cleanliness is getting out of hand, it may be put under daily review. Your kitchen will then be inspected every morning for a period, and it will need to pass inspection, if the inspection is not passed, your kitchen will close at 20:00 until an inspection is passed.
- **Bedroom**
- Your bedroom will be inspected once a week between Monday to Friday.
- You will need to obtain a score of at least 3/5 – If you do not obtain this score you will not be able to go out later on the same evening that the inspection was carried out. (Just keep it tidy)
- Students of the opposite sex may not enter your bedroom under any circumstances.

House Rules

Out of Bounds

- In Clydesdale, students of different genders are assigned to different wings on different floors. Students of opposite sex may not, under any circumstances, enter one another's wings/ floors.
- The Chef's kitchen is out of bounds except for dinner time.
- The 4th and ground floor offices are also out of bounds areas.
- 1st Floor Mixed Wing is off limits to anyone who does not live in that wing.

Common Area

- The ground floor common room can be used for all students to socialize in.

Smoking and Alcohol

- The consumption of alcohol within Clydesdale House is prohibited.
- It is also prohibited to have or to bring alcohol into the residence.
- Returning to Clydesdale House intoxicated is prohibited.
- Smoking tobacco and e-cigarettes in Clydesdale House is prohibited.
- These offences will result in a formal written warning and are treated as highly serious.

General Behaviour

- Students will conduct themselves in a respectful manner.
- Students will speak to and treat one another and Houseparents with the utmost respect
- Students will not act in a way which endangers themselves, other students or houseparents
- Students will not act in a way which inconveniences any student or houseparent.

Weekend Registration

- Registration during weekends is compulsory between 11:00 and 11:15.
- Where students have arranged extra lessons, these may not take place during the registration period. Where students will miss registration as a result of extra lessons, permission is to be requested from the head of boarding via email from the student's parents/guardian.

This list is not an exhaustive list, where 'grey areas' arise they will be discussed with the head of boarding and if necessary, a reasonable sanction will be given.

Sanctions

The boarding house operates a fair, consistent and proportionate system of sanctions which is underpinned by a strong commitment to safeguarding, student welfare and the promotion of positive behaviour. Sanctions are used as part of a wider pastoral and restorative approach and are designed to support students in understanding the impact of their actions, to encourage personal responsibility, and to maintain a safe, respectful and well-ordered community.

All disciplinary measures operate in accordance with the Boarding Behaviour Framework, Safeguarding and Child Protection Policy, and the Boarding Principles and Practice, and are consistent with statutory guidance and inspection frameworks.

Principles

Sanctions are applied in order to:

- Promote high standards of behaviour and mutual respect within the boarding community
- Support students in reflecting on their behaviour and making appropriate changes
- Protect the welfare, safety and dignity of all students
- Maintain good order and routines within the boarding environment
- Reinforce expectations that are clearly communicated and understood

Sanctions are never applied in a way that humiliates, demeans or emotionally harms a student.

Sanctions

All sanctions within the boarding house are:

- **Reasonable and proportionate**
- Sensitive to the individual student's needs, circumstances, age and understanding
- Applied **fairly and consistently**, without discrimination
- Explained clearly to the student, including the reason for the sanction and the expected learning outcome
- Be recorded in line with college procedures

Where appropriate, restorative approaches are used to support reconciliation and learning.

Types of Sanctions:

Sanctions used within the boarding house may include, but are not limited to:

- Verbal reprimands or formal warnings
- Loss of privileges (such as free time)
- Additional duties or purposeful tasks (ie. Bin duty)

More serious breaches of behaviour may be escalated in line with the boarding behaviour framework and may involve senior staff.

Safeguarding and Welfare:

The welfare of boarders is paramount. Staff are required to consider whether behaviour may indicate an underlying safeguarding, pastoral or mental health concern. Where appropriate, concerns are shared with the Houseparent, Designated Safeguarding Lead or relevant pastoral staff, and sanctions may be adapted or suspended.

Sanctions are never used as a substitute for safeguarding action.

Sanctions

Recording and Monitoring

All significant sanctions are recorded promptly and accurately. Records include:

- The nature of the misconduct
- The sanction applied
- The member of staff issuing the sanction
- Any follow-up actions or pastoral support

Sanctions are monitored by senior pastoral staff to ensure consistency, proportionality and compliance with policy and statutory expectations.

Communication with parents:

Parents are informed of significant or ongoing concerns relating to boarders' behaviour, in line with college policy. Communication is clear, professional and focused on supporting and fostering positive outcomes for the student.

Review:

This sanctions process is reviewed regularly to ensure continued compliance with inspection frameworks, statutory requirements and best practice in boarding provision.

Pastoral Care

Aims and Ethos

Pastoral care at Clydesdale House is central to the boarding experience and reflects the college's commitment to safeguarding, wellbeing and the personal development of every boarder. The House provides a safe, supportive and nurturing environment in which students are known as individuals, feel valued and listened to, and are encouraged to develop independence, resilience and positive relationships.

Pastoral provision is underpinned by clear structures, effective communication and high-quality staff supervision, ensuring that students' welfare remains paramount at all times.

Pastoral Support and Oversight

Each boarder at Clydesdale House has access to a clear and well-understood pastoral support network. House staff take a proactive role in monitoring students' wellbeing, behaviour, engagement and emotional health. Daily contact, at multiple points throughout the day, between staff and students ensures that emerging concerns are identified early and addressed appropriately.

Houseparents hold primary responsibility for pastoral oversight within the House, working closely with tutors, senior pastoral leaders, and wellbeing staff and the Designated Safeguarding Lead where necessary. Information is shared appropriately and professionally to ensure continuity of care. The Head of Boarding is resident in boarding, overseeing the boarding team.

Key Relationships and Staff Availability

Boarders are supported by a consistent and appropriately trained team of boarding staff who are available, approachable and visible. Staff establish professional, respectful relationships with students and promote a culture in which students feel confident to seek help, advice or reassurance.

Staff are aware of the importance of listening to students and responding sensitively to individual needs, recognising that pastoral support may vary according to age, maturity and personal circumstances.

Pastoral Care

Promoting Wellbeing and Personal Development

Pastoral care at Clydesdale House supports students’:

- Emotional and mental wellbeing
- Social development and peer relationships
- Confidence, self-esteem and independence
- Ability to manage routines and responsibilities within boarding life

Where students experience difficulties, appropriate support is provided, and reasonable adjustments are made where necessary. Students are encouraged to reflect on their experiences, make positive choices and learn from challenges within a supportive framework.

Safeguarding and Welfare

Safeguarding is integral to pastoral care. All staff within Clydesdale House are trained in safeguarding procedures and understand their responsibility to act in the best interests of students at all times. Any concerns relating to a student’s welfare are taken seriously and reported promptly in line with the college’s Safeguarding and Child Protection Policy. Pastoral concerns are never addressed in isolation from safeguarding considerations, and disciplinary measures are not used as a substitute for appropriate safeguarding action.

Listening to Students

Students are encouraged to express their views and concerns and are supported in understanding how to raise issues formally or informally. Boarders are made aware of who they can speak to within the House, as well as the wider pastoral and welfare systems available within the college.

Opportunities for student voice are valued as part of the House’s commitment to supporting student wellbeing and ensuring that the boarding experience continues to meet students’ needs.

Review and Monitoring

Pastoral provision at Clydesdale House is regularly reviewed by senior pastoral staff to ensure it remains effective, responsive and compliant with statutory requirements and inspection expectations. Monitoring includes evaluation of staff practice, record-keeping, communication and student outcomes.

Medical Information

The health and wellbeing of boarders is a priority at Clydesdale House. Appropriate arrangements are in place to ensure that students who are unwell or require medical support are cared for safely, sensitively and in line with statutory guidance and college policy. Medical provision within the boarding house is proportionate to the setting and is embedded within the college's wider safeguarding and pastoral framework.

Medical Provision and Staff Responsibilities

Day-to-day care of students who are unwell while boarding is overseen by the Houseparents, who are appropriately trained in first aid and in responding to medical needs within the scope of their role.

Houseparents:

- Provide initial care and supervision for students who are unwell
- Monitor students' condition and wellbeing
- Liaise with parents, senior staff and medical professionals as appropriate
- Ensure that concerns are escalated promptly where a student's health or welfare requires further assessment

Where medical advice or treatment beyond first aid is required, appropriate arrangements are made, including contact with parents, external medical services or emergency services as necessary.

Care of Sick Students

Students who feel unwell are expected to inform a member of boarding staff at the earliest opportunity. Suitable rest arrangements are provided within the house, and students are supervised appropriately. Decisions regarding College attendance are made with due regard to the student's wellbeing and in consultation with relevant staff. Houseparents maintain clear records of illness and care provided, in accordance with College procedures, and ensure effective communication with parents where appropriate. **(For further information please see boarding sick day policy)**

Medical Information

Parents are required to provide accurate and up-to-date medical information for their child, including details of:

- Pre-existing medical conditions
- Allergies
- Ongoing treatment or healthcare needs

It is essential that any changes to a student's medical information are communicated promptly to the college to ensure that appropriate care can be provided.

Medical Information

Medication

For the safety of all students, students are not permitted to bring any medication into the boarding house at any time unless prior approval has been given by either the Head of College or the Head of Boarding.

This includes, but is not limited to:

- Prescription medication
- Over-the-counter medication

Where medication is approved, clear arrangements are put in place for its safe storage, administration and recording, in line with college policy. Students are not permitted to self-medicate unless expressly authorised as part of an agreed care plan and Gillick Competence Guidelines.

Unauthorised medication brought into the boarding house will be confiscated and managed in accordance with college procedures.

Safeguarding and Risk Management

Medical care arrangements within Clydesdale House operate alongside the college's Safeguarding and Child Protection Policy. Staff remain alert to the possibility that illness or repeated medical needs may indicate an underlying welfare concern and take appropriate action where necessary.

Risk assessments are in place to support students with specific medical needs, and reasonable adjustments are made where required to ensure students' safety and inclusion within boarding life.

Review and Monitoring

Medical arrangements within the boarding house are reviewed regularly by senior staff to ensure they remain effective, compliant with statutory requirements and responsive to students' needs.

Fire Safety

The safety of boarders and staff is a priority at Clydesdale House. Clear fire safety arrangements are in place to ensure that all students are protected and know how to respond promptly and safely in the event of a fire.

Clydesdale House has two designated fire escape routes:

- The main staircase
- The back staircase

Both escape routes are clearly signposted, kept clear at all times and are used during fire drills/alarms as directed by staff.

Fire Procedures

In the event of the fire alarm sounding:

- All students must leave the building immediately using the nearest safe fire escape
- Students must not stop to collect personal belongings
- Students must follow staff instructions calmly and promptly
- Students must proceed directly to the designated assembly point

House staff will supervise the evacuation, take registers and account for all students.

Fire Drills and Awareness

Regular fire drills are conducted to ensure that all boarders are familiar with evacuation procedures and escape routes. Fire safety procedures are explained to students as part of their induction and reinforced as required.

Fire safety information is displayed prominently throughout the boarding house.

Responsibilities

Boarders are expected to:

- Familiarise themselves with fire exits and evacuation routes
- Act responsibly at all times and not interfere with fire safety equipment
- Report any fire safety concerns or hazards immediately to a member of staff

Failure to follow fire safety procedures will be treated as a serious matter.

Fire Doors:

All doors within the boarding house are classified as fire doors. These doors are to be kept closed at all times to avoid risks in the event of a fire.

Clydesdale House Routine

Clear and consistent routines are an important aspect of boarding life and support students' wellbeing, independence and sense of structure. Boarding routines at Clydesdale House are communicated clearly to students and are appropriately supervised by boarding staff. Students are expected to adhere to routines and to cooperate with staff instructions at all times.

Weekday Routine (Sunday – Thursday)

On weekdays, the boarding routine operates as follows:

- 07:15 – Wake up
- Boarders are expected to leave 20 minutes before their first college lesson
- 16:00 – 16:30 – Afternoon registration
- 16:30 – 18:00 – Rest time
- 18:00 – 19:00 – Dinner
- 19:15 – 20:00 – Study time
- 20:00 – 21:00 – Free time
- 21:00 – Curfew and bedtime registration
- 22:00 – Bedtime (quiet expected in all common spaces)

Evening routines are designed to balance study, rest and free time, supporting students' academic engagement and personal wellbeing.

Weekend Routine (Fridays and Saturdays)

Weekend routines are structured to allow students appropriate rest and social time:

- 11:00 – 11:15 – Registration
- 11:15 – 18:00 – Free time
- 18:00 – 19:00 – Supper
- 19:00 – 22:00 – Free time
- 22:00 – Curfew and bedtime registration

Expectations

Boarders are expected to attend all registrations promptly, observe curfews and bedtime expectations, and behave responsibly during free time. Staff supervise routines and provide guidance and support as required. Routines may be adjusted occasionally to reflect trips, activities or special events, and students will be informed accordingly.

Meals

Appropriate and well-managed catering arrangements are an important element of boarding life at Clydesdale House and contribute positively to students' health, wellbeing and independence. Meals are provided in a safe, structured and supportive environment, with due regard to individual needs and dietary requirements.

Breakfast

As part of the boarding ethos at Clydesdale House, students are encouraged to develop independence and practical life skills. Breakfast forms part of this approach. Student kitchens are stocked daily with food items commonly found in a household kitchen, including bread, milk, eggs, cereals, oats, preserves, salt, pepper, cooking oil, yoghurt, orange juice and apple juice. Students are responsible for preparing their own breakfast each morning. Boarding staff provide appropriate supervision and guidance as required to ensure safety, good hygiene practice and responsible use of facilities.

Lunch

Clydesdale House operates a weekly lunch menu, offering two options each day. Students may choose between a sandwich or a salad. Lunches are prepared in advance and collected by students when they leave for College in the morning. All lunches are clearly labelled with the student's name and room number, and allergen information is displayed prominently to ensure students are able to make informed choices. Fruit, drinks and other snacks are also available for students to take to college.

Dinner

Dinner is served daily between 18:00 and 19:00. Freshly cooked hot meals are prepared on site by the House Chef, Tai. The dinner menu operates on a four-week cycle, which is reviewed regularly.

Each evening meal is accompanied by a salad bar and dessert. All food prepared and served from the chef's kitchen is halal. Clydesdale House makes appropriate provision for students with specific dietary requirements, medical needs or allergies, in line with medical information provided by parents and college policy.

Home Pods

Clydesdale House operates a structured pastoral and mentoring system known as Home Pods. This approach reflects the House's commitment to providing high-quality, individualised pastoral care and supports the development, wellbeing and personal growth of each boarder.

Home Pods group students into smaller, consistent pastoral units, each led by a member of the boarding staff team. This ensures that all students are well known to at least one key adult within the House and that support is both accessible and responsive.

Structure and Purpose

Each Home Pod is overseen by a designated Houseparent, who assumes a mentoring role for the students within their group. This structure enables:

- Regular, meaningful contact between students and staff
- Early identification of pastoral or safeguarding concerns
- Consistent monitoring of students' wellbeing, behaviour and engagement
- The development of trusting, professional relationships

The Home Pod system enhances the overall pastoral provision within Clydesdale House by ensuring that care is proactive, structured and individualised.

Pastoral Delivery

Home Pods meet regularly, and each month is centred around a pastoral theme. These themes are designed to support students' personal development, wellbeing and awareness of key issues affecting young people.

Topics may include:

- Mental health and emotional wellbeing
- Healthy relationships
- Resilience and coping strategies
- Independence and life skills

As part of this programme, Houseparents facilitate age-appropriate discussions, encourage reflection and provide guidance in a supportive environment. For example, during Mental Health Awareness Month, students may explore the importance of maintaining good mental health, understanding emotional wellbeing and recognising when to seek support.

Home Pods

Safeguarding and Wellbeing

The Home Pod system plays an important role in strengthening safeguarding practice. Through regular contact and structured discussion, staff are well placed to identify emerging concerns and respond in a timely and appropriate manner.

Students are encouraged to express their views and discuss concerns within a safe and respectful setting. Any safeguarding concerns arising from Home Pod sessions are managed and recorded in accordance with the college's Safeguarding and Child Protection Policy.

Monitoring and Review

The effectiveness of the Home Pod system is monitored by senior pastoral staff to ensure that it continues to meet students' needs and reflects good practice. Feedback from students and staff is considered as part of ongoing development.

Use of devices and technology

The use of technology within Clydesdale House is carefully managed to support students' wellbeing, safety and personal development, while recognising the importance of digital communication and independence. Clear expectations are in place to ensure that the use of devices is appropriate, balanced and does not negatively impact students' health, relationships or engagement with boarding life.

Personal Devices

Boarders may have access to personal electronic devices, including mobile phones, laptops and tablets; however, their use is subject to house rules and staff guidance. Devices must be used responsibly, respectfully and in a manner consistent with the college's Behaviour, Safeguarding, Anti-Bullying and Mobile Phone Policies.

The boarding house maintains clear boundaries around device use, particularly:

- During study times
- At night, to support appropriate sleep routines
- In shared and communal spaces

Staff may impose restrictions where necessary to promote wellbeing, safety and positive engagement.

Online Safety and Safeguarding

Clydesdale House is committed to promoting safe and responsible use of technology. Staff provide guidance to students on:

- Online safety and digital conduct
- Appropriate use of social media
- Respectful and lawful communication

Any concerns regarding online behaviour, including cyberbullying or exposure to inappropriate content, are treated as safeguarding matters and addressed promptly in line with the college's Safeguarding and Child Protection Policy.

Internet Filtering

Wifi is available to students in Clydesdale House and students are encouraged to use this service responsibly. In order to effectively safeguard our students, internet filtering is in place.

Use of devices and technology

Balance and Wellbeing

In line with current guidance and best practice, students are encouraged to maintain a healthy balance between screen time and other activities, including face-to-face interaction, study, rest and participation in house activities. The boarding environment promotes opportunities for social engagement and wellbeing beyond digital devices.

Communication with Parents

Students are supported in maintaining appropriate contact with parents and guardians using personal devices. Communication is encouraged to be regular and positive, while ensuring it does not disrupt routines or wellbeing.

Monitoring and Expectations

Staff monitor device use where appropriate and intervene if usage is deemed excessive, inappropriate or detrimental to a student's welfare. Any misuse of technology may result in restrictions or sanctions in line with the school's behaviour policy.

Security

At Clydesdale House the safety of our boarders is paramount. To provide a safe boarding experience, the house makes use of a surveillance system of cameras outside the building, at the entrance and in common areas. Over weekends, a security guard is placed at the entrance of the house from 17:00 – 23:00.

Boarder Possessions

Where students are out of the building, we ask that they ensure their rooms are locked. If students are in possession of highly valuable items, we ask that they inform the boarding team. The student can be provided with a personal lock box or they may be offered the option to store their high value items in a safe at the college.

Security Concerns

If students have any concerns or worries about their safety or that of their possessions, students are encouraged to speak to a houseparent. Alternatively, if parents would like to report a concern, they are encouraged to reach out to Alex Deetlefs, Head of Boarding. – alex.deetlefs@abbeymanchester.co.uk

Laundry Facilities

Clydesdale House is equipped with 3 industrial clothes washers and dryers. Students are encouraged to take responsibility for their own weekly laundry as this promotes independence and helps students prepare themselves for life after boarding.

Process

When students would like to do their laundry, they should speak to the duty houseparent. The clothes washers are numbered 1,2 and 3, the dryers are numbered 4,5 and 6. When the student wants to do their laundry, they can ask the duty houseparent to activate the machine with the corresponding number and the machine will then be activated via an app. Once the machine is activated, it will give a loud “beep” sound. The student should then load their laundry into the machine and press the “Go” button. The machine will then wash/dry the student’s laundry.

Detergents

Students will be required to purchase their own laundry detergents. Students may decide whether they would like to use powder, liquid or pods for their laundry, although are encouraged to use pods as these are most convenient for them.

Laundry Baskets

Laundry baskets are in place in the laundry room, however, these are to be used to move laundry between washers and dryers and are not to be removed from the laundry room. Students are encouraged to purchase their own laundry bags/baskets to move laundry between their rooms and the laundry room.

Responsibility

We understand that taking responsibility for their own laundry may pose a challenge to some students as they may not have done this before. Houseparents encourage students to approach them where they find this task challenging so that we can ensure the student is supported in doing this. Our busiest laundry day is a Sunday and this can sometimes mean a back log of laundry and long wait times. We encourage students to do their laundry as soon as their basket/bag is full to ensure they do not have to experience long wait times on Sundays.

Clydesdale Trips and Activities:

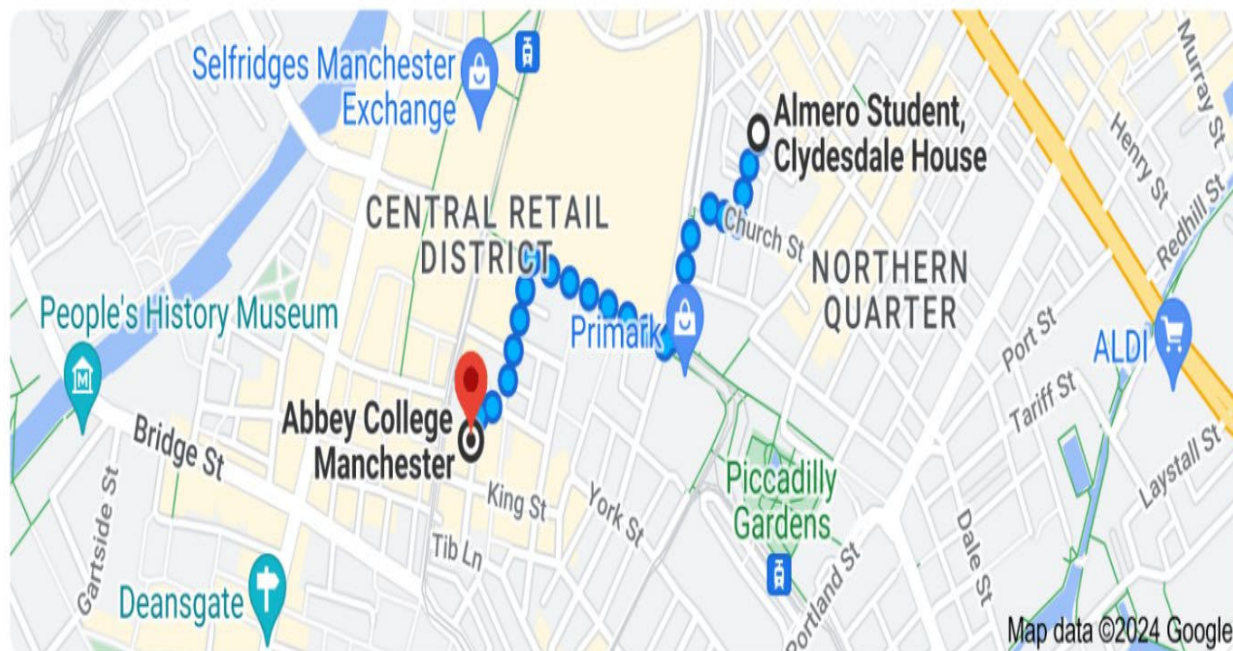
Trips: The boarding team will advertise trips to students and trips will be arranged accordingly. These trips will include visits to the Trafford Centre, Chester Zoo, Tenpin Bowling and many more venues that our students have enjoyed visiting in the past. The cost for these trips will need to be covered by the student on the day, should they wish to go. Trips are not compulsory. If students wish to visit specific areas of interest they can communicate this with the boarding team and a trip can be arranged.

Activities: The boarding team will arrange activities to take place in the evenings as the boarding schedule allows and this will involve board games evenings, movie nights, general knowledge quizzes and more.

What's on around Clydesdale:

- There are several wellness centres, gyms, dance studios and indoor sports facilities where students can sign up for various competitive or social clubs. Where students would like to be involved in these clubs, we ask that they let the boarding team know and the student can then be connected with a local club.
- Clydesdale House is situated in the heart of Manchester city centre. A short 3/4 minute walk from the house is Arndale Mall where students can find shops like; Aldi, B&M, Waterstones, JD Sports, Sports Direct and many more shops.
- Market Street and Shudehill tram stops are also in close vicinity to the house which students can use to travel to quieter, greener spaces in Manchester.
- There are a wide variety of restaurants of varying international cuisines located within walking distance of Clydesdale House.
- Manchester Football Museum is a 10 minute walk from Clydesdale House which students can visit for free.
- Manchester United Football Club as well as Manchester City Football Club are short travelling distances via tram or bus. Seeing two English Premier League giants in action is an opportunity all of our students have on their doorstep.
- Heaton Park, one of Manchester most well-known green spaces within the city, is only a short bus ride away and is perfect for picnics or a relaxing afternoon stroll.
- The newly built CO-OP Arena has been a highlight for students wanting to watch international music artists perform and is a short bus/ tram ride from Shudehill/Market Street tram stops.

General:



Above is the map of the route walked from Clydesdale House to College and back. On the way you can find, Tim Hortons and Greggs if you'd like to stop for a coffee or a light bite. You will be walking down Market Street where various banks and cell phone service providers are located. It is important to take note of these as you will need to **open a bank account and get a UK number**. Where students require help with this, houseparents will assist however, **Iain Stewart, Assistant Principal and Head of operations** can assist with letters to banks or cell phone service providers where necessary. Mr Stewart can also help with **letters of proof of residence**.

Important numbers:

- Non-emergency medical advice – 111
- Emergency Services – 999 or 112
- Houseparent Contact 24/7 – 078 2734 5431
- Childline (confidential support for children) – 0800 1111
- NSPCC (Safeguarding concerns) – 0808 800 5000
- Samaritans (emotional support) – 116 123

Conclusion:

Clydesdale House is a unique and comfortable boarding environment where students feel safe and cared for. Students are appreciated for the dynamic they all bring to the boarding community, just by being here. The boarding team strives to give every student the support and attention they need to succeed in all their pursuits.

In our boarding community we try our best to offer every student pastoral care that is tailored and sensitive to their own needs.

If you would like to get in touch, please contact Alex Deetlefs, Head of Boarding.