

# EXEAT ARRANGEMENTS

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## Preface

Guildhouse School aims that its students realise their potential, and that the school should foster in them the independence and maturity that prepares them as global citizens.

Consistent with these aims, students have considerable freedom and independence within standard procedures, provided they manage this freedom and independence responsibly.

This document provides the guidance and operating procedure for when boarders are not the responsibility of the school and are instead under arrangements made by parents (on “leave” or on “exeat”). It also gives a brief description of normal routines when students are under School regulations.

## Procedure

The three main circumstances when parents give the school permission to allow their children to operate under parental responsibility rather than school regulations are:

1. Holiday leave, when students leave School for vacations at half term or the end of term.
2. Overnight leave, for example when students need to be away from school overnight during the week for a university interview, or if they wish to be away from school at a weekend.

For any student who is above 15 years old and under 18 years old it is a requirement in each of the above situations, on each occasion, that parents confirm:

- **the date and time of the student’s planned departure/return from/to Premier House**
- **the destination, including travel arrangements** (NB students may travel independently into the care of an ‘approved host’ provided that boarding staff can confirm that travel arrangements are record accurately and deemed safe. Primary responsibility for the student transfers from the school to the host when the student signs out of the boarding house on an approved exeat. The approved host should contact the school if the student does not arrive when expected).
- **the details of the ‘approved host’** (NB a ‘approved host’ must be aged 25 or older or be listed as a ‘guardian’ with the school. Parents themselves and recognised ‘guardians’ are already in the ‘approved host’ list in REACH. A responsible adult can become an ‘approved hosts’ by parents sending the full name, age, relationship to student, address, mobile number and a scanned photo of an ID to the school’s Student Services team).

**For any students aged 15 there are two additional requirements regarding travel.**

- a) Students must book any taxi through the Student Services team. The transfer of primary responsibility from the school to the approved host takes places once the student has been safely delivered to the approved host or to the taxi destination agreed with parents (airport, train station, etc).

\*In a case where a taxi is not to be used, for example taking the train to Cambridge, as above, the primary responsibility is transferred when the student signs out of the boarding house for the travel arrangements agreed by parents.

- b) There is the additional requirement that the approved host confirms the safe arrival of the student however they have travelled.

**Regarding the transfer of responsibility for students 16 or over that use a taxi booked by the school, point a) above applies (not point b)).**

If house parents are concerned about any arrangements, especially if they think that a student has not given their parents, the responsible adult or the school all the facts or if parental permission is suspicious in some way, the house parents will make further contact with parents. Examples are if house parents believe a group of students are staying together in a large group or attending a party unknown to parents.

3. Sat/Sun daytime leave, when students are to be out for longer periods on Saturday or Sunday and unable to report in person at the normal register times during the day.

If students wish to miss one of the register times because they have plans that require them to be away from Premier House for many hours, parents are asked to give the school permission for their child to be under parental responsibility rather than school regulations.

## The leave/exeat system

Premier House uses a boarding management package called REACH which has a simple and effective mobile app that is helpful for students, parents and staff.

1. Students use REACH to apply for leave.
2. Requests for Overnight leave should happen at least 48 hours before the planned time of departure from Premier House. This means that for a departure on Friday evening, the request must be submitted by Wednesday evening.
3. Requests for Sat/Sun Daytime leave should also happen at least 48 hours before the planned time of departure from Premier House. This means that for a departure on Saturday at midday, the request must be submitted by Thursday at midday.
4. The request needs to be separately approved by parents and by Premier House staff.
5. Parents receive an automated email from REACH which allows them to approve or decline their child's request.
6. Staff receive all this information and decide if the leave request is to be approved, if they need to discuss further with parents, or if it is to be declined.

Students and parents can always see the status of the leave requests on the REACH app.

Holiday leave is not visible in the REACH app until three weeks before the holiday. House parents will remind parents to complete the holiday leave request for their child at this stage.

## Boarders' weekday and weekend hours that do not require exeat arrangements

### Weekdays

**0700-0830** - wake up and go to school. An earlier start is permissible if students are going for exercise at the local swimming pool or gym, or for a run. Students must speak to house parents the night before to arrange this.

**0830-1625** - at school and under "School Day" routines and jurisdiction.

**1625 onwards** (or earlier if students have returned earlier to Premier House under approved circumstances e.g illness) – students are under Premier House jurisdiction.

Each weekday, as well as having lessons, we recommend that students spend time in physical activity and time relaxing. Sometimes, depending on their timetable, students can do both during the school Day. If not, students should try to plan exercise and relaxation into their daily and weekly schedules, and personal tutors assist in helping students plan this.

The reality is that successful students mostly spend weekday evenings mainly on homework. Successful students typically spend a minimum of two hours on homework each weekday evening. This too needs to be planned into daily and weekly schedules with advice from personal tutors.

To support this routine, the standard Premier House model is that on school nights (Sunday to Thursday), any evening where students are out of the house after 1830 for more than a short time should be an exception. Students should again discuss planning this with personal tutors. House parents and personal tutors will assist students in monitoring how they spend their time in the evenings.

Research evidence from the field of neuroscience is clear about the importance of sleep and the importance of a consistent sleep routine in effective learning. Premier House maintains clear bedtime routines to support this. On school nights, boarders must be in Premier House by 2100 curfew.

Any student who cannot yet handle this level of responsibility and independence to manage a 2100 weekday curfew will instead have an 1830 curfew and then be granted a trial period of 2100.

Extensions to the school night curfew of 2100 are permissible in discussion with the Assistant Head (Boarding & IA). They are not given frequently because that would undermine the effective sleep routine that we know supports effective learning.

### Weekends

On Friday night and Saturday night, curfew extensions are routinely given to allow students time to go to the theatre, cinema, concerts and for particularly special occasions, but these requests must be made by Thursday evening to the Assistant Head (Boarding & IA). As on school nights, those who

cannot yet handle the responsibility and independence of evening extension might have the 1830 curfew and then be granted a trial period of curfew extension.

During the daytime at weekends, although there are no lessons, the school continues to have both a moral and legal duty of care. The school also has a regulatory obligation to know students' whereabouts. However, again consistent with the school's aims, students have considerable freedom and independence within standard procedures. The school seeks to give students opportunities to demonstrate and learn responsibility.

Between 0700 wake up and 2200 curfew, there are 15 hours for students to spend profitably, whether that be in additional study, exercise, cultural experiences, or spending leisure time with friends. Whilst not prescribing how the time is used, the school does insist on seeing each student to ensure their welfare as laid out in the Student Handbook, these register times take place every 3 hours.

If students wish to miss one of these register times because they have plans that require them to be away from Premier House for a substantial number of hours, parents are asked to give the school permission for their child to be under parental responsibility rather than School regulations using the Sat/Sun Daytime leave process.

## **Related Policies**

School Behaviour Policy

Safeguarding Policy



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Creating tomorrow's change makers.