



CLAYESMORE

STUDENT SCHOOL EXEAT POLICY

Responsible:	Deputy Head (Pastoral)
Date Reviewed:	March 2025
Review Period:	Biennial
Scope:	Whole School
Approval Authority:	SLT
External Release:	Yes

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INTRODUCTION

General

1. This policy outlines the procedures and provisions for international students who need to remain at school during exeat weekends due to travel restrictions, distance, or other reasons.

Scope

2. This policy applies to all international students at Clayesmore School who are unable to return home or stay with guardians during exeat weekends. Exceptionally, UK boarding students may be permitted to stay at school if numbers allow and their circumstances qualify them. The Deputy Head Pastoral will make this decision.

DEFINITION

3. **Exeat Weekend:** A scheduled break where students typically leave the school campus. Clayesmore School has two exeat weekends per term and students may stay at school for all of these.

Accommodation and Supervision

4. The school provides separate boarding houses for different age groups:
 - a. **Y9-Y13 Students:** Will be accommodated in Wolverton House (girls) and Manor House (boys).
 - b. **Y3-Y8 Students:** Will be accommodated in Aubrey House.
5. These boarding houses will remain open and staffed appropriately with qualified staff members to ensure the safety and well-being of the students.
6. A member of the Senior Leadership Team is on duty to cover each exeat weekend.

Activities and Pastoral Care

7. Age-appropriate supervised activities will be organised for each group:
 - a. **Y9-Y13 Students:** Activities may include sports, arts and crafts, study sessions, and cultural or sporting outings.
 - b. **Y3-Y8 Students:** Activities may include games, storytelling, crafts, supervised play and cultural outings.

8. Pastoral care support will be available in all boarding houses, with staff familiar with supporting the specific needs of each age group.

Meals and Nutrition

9. The school kitchen will remain operational to provide meals.
10. Special dietary requirements will be catered for, as usual.
11. Meals will be served in designated dining areas for each age group.

Health and Safety

12. A school nurse will be available on call for all students and staff.
13. Emergency contact information and procedures will be clearly communicated to students.

Communication with Parents/Guardians

14. Updates will be provided as required to parents/guardians via email or the school's communication platform.
15. Virtual meetings or check-ins can be arranged if necessary.

Financial Arrangements

16. Additional costs associated with staying at school during exeat weekends will be communicated to parents/guardians in advance.
17. Payment for these services will be added to the school bill.

Application Procedure

18. Using the appropriate form, parents/guardians must notify the school of their intention for their child to stay on campus **at least 3 weeks** before the exeat weekend and preferably at the beginning of each term.
19. A formal application form must be completed and submitted to the Exeat Manager.

Behaviour Expectations

20. Students are expected to adhere to the school rules and code of conduct during their stay.

21. Any breaches of conduct will be dealt with according to the school's disciplinary procedures.

Pupils not staying in school for Exeat

22. Students who do not wish to remain in school for the exeat weekend must have arrangements in place that meet the school's safeguarding requirements. This means they must stay in a safe location with appropriate adult supervision.

23. Parents or guardians must inform the school in writing of the student's exeat weekend arrangements. This communication must include the name, address, and full contact details of the supervising adult, along with confirmation that the student will be staying with them.

24. For international students with UKVI status, all visa requirements must be met while they are away from school.

25. Students will not be permitted to stay in a hotel, bed and breakfast, holiday rental, or other accommodation without appropriate adult supervision.

Review and Monitoring

26. This policy will be reviewed annually or as needed to ensure it meets the needs of the students and the school.

27. Feedback from students and parents/guardians will be considered in the review process.

Appendices

- **Appendix A:** Activity Schedule (Template)

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Exeat Weekend Activity Schedule

This schedule is an example of the programme and the types of activities that may be offered.

Friday

- **Evening**
 - 5:30pm Supper in the dining hall
 - 6:30-8pm: Sports Centre Open
 - Swimming
 - Gym
 - 8pm: Return to boarding houses, free time
 - 8:30-9.30pm: Lights out for Juniors (Y3-Y8)
 - 10:30pm: Lights out for Seniors (Y9-Y13)

Saturday

- **Morning**
 - 8:00 - 9:00am: Breakfast
 - 9:30 - 11:30am: Activities on Campus
 - Juniors (Y3-Y8): Games, storytelling, crafts, supervised play
 - Seniors (Y9-Y13): Study sessions, sports, arts and crafts
 - 11:30am : Collect packed lunches
- **Afternoon**
 - 12:00-5:00pm: Cultural or Activity Trips (Seniors)
 - Examples: Windsor Castle, Roman Baths, Bath Rugby, Go-Karting
 - 12:00-5:00pm: On-campus activities for Juniors (if not on trips)
 - Craft workshops
 - Local walks
 - Sports on campus
- **Evening**
 - 6:00-7:00pm: Supper (either out or takeaways in the boarding house)
 - 7:30pm : Movie night, games, or social activities in the common room
 - 8:30-9.30pm: Lights out for Juniors (Y3-Y8)
 - 10:30pm: Lights out for Seniors (Y9-Y13)

Sunday

- **Morning**
 - 11am: Brunch
 - 12:30pm: Local Shopping Trip
 - **Afternoon**
 - 2:00-4:00pm: Sports Centre Open
 - Swimming
 - Gym
 - **Late Afternoon**
 - 4:00-5:00pm: Clear up boarding house and prepare for return to own accommodation
 - 5:00-6:00pm: Dinner in the dining hall
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Notes

- **Supervision:** Adequate supervision will be provided for all activities, with staff to student ratios maintained as per school policy.
- **Health and Safety:** All activities, especially off-campus trips, will include appropriate risk assessments and parental consent where necessary.
- **Participation:** Activities are designed to be inclusive and age-appropriate, ensuring all students can participate fully and safely.
- **Communication:** The schedule will be shared with students and parents/guardians in advance. Any changes to the schedule will be communicated promptly.

This detailed activity schedule ensures a structured and enjoyable weekend for international students staying at school during exeat weekends, balancing leisure, cultural enrichment, and relaxation. Adjustments can be made based on specific school needs and preferences.