

## GENERAL INFORMATION

- For the purposes of Fire safety (and safety more generally), residents must sign out before leaving and sign in when returning. You must put the time you leave/return and where you are going. Signing out/in sheet is located in the main office.
- It is important Residents tick themselves as being “In” when entering the building on the fire register located at the main entrance.
- The times Residents are allowed to be outwith the Halls are:
  - S1 & S2 – 9.30pm**
  - S3 & S4 – 10.00pm**
  - S5 – 10.30pm**
  - S6 – 10.50pm**

**Note – we will treat you as a missing person if you do not return before the curfew time, this is unavoidable as your safety is always our primary concern.**

- Guests to the AHS Halls are asked to sign-in/sign-out from the office on each occasion they arrive or leave. Guests are welcome after school and they must leave before dinner (17:00) and not return until after study.
- If you are feeling unwell, you must inform the duty Houseparent in the morning. If you sign out from school, you must report to the main office in the AHS Halls. If you are off school for any part of the day, you will not be permitted to go out that evening.
- There are regular fire drills in the AHS Halls. It is essential that you leave the building in a safe and appropriate manner. You will be given a Fire Drill induction on arrival at the Halls.
- If you are going home mid-week, parental consent must be given. We ask that your parents contact the **main office on 01595 745 920** before 23:00.
- For your safety and welfare, Residents will have a named keyworker who will meet with you regularly.
- The AHS Halls has a zero tolerance towards bullying and encourages all residents to speak out.**

## AHS HALLS OF RESIDENCE RESIDENT INFORMATION SHEET

### YOUR STAY

#### MEALS

Breakfast and evening meals are provided in the AHS Halls. Residents have to purchase lunches which they can choose to eat in the AHS School or in the Halls. We can take your lunch order (light lunch menu) in the morning so that it is ready for you on arrival. If you have special dietary requirements it is vital you let us know. Late tea or supper is available, with prior notice.

#### **Meal times:**

Breakfast – 7.50am – 8.20am

Lunch – 12.50pm – 1.20pm

Dinner – 5.00pm – 5.15pm

Supper – 8.30pm – 9.30pm

A charge equivalent to the cost of a main meal is made to weekend residents if they are staying in during the weekend (the option to stay in over a weekend only applies to those from more rural locations).

#### **Tuckshop:**

We provide access to a small selection of refreshments, confectionary, ice creams, toiletries and stationery. The Tuckshop is staffed regularly throughout the day & night.

#### ACCOMMODATION

Residents are responsible for keeping their bedroom clean and tidy. Only pin boards may be used to display any posters etc. Each room is supplied with a small safe, which we encourage residents to use for storing money, valuables etc. In addition, the Hostel can provide a ‘bank’ service if requested, where the Houseparent team will help you manage your money. Your room is your responsibility to keep clean. Vandalism or damage through negligence will not be tolerated and may lead to a charge for repairs.

#### **Bedtimes:**

S1 - S4 - 10.00pm with lights out 10.30pm

S5 – 10.30pm with lights out 11.00pm

S6 – at discretion of the staff but normally no later than midnight.

#### **Laundry Change:**

Bed linen and towels are provided. Residents are asked to change their beds every fortnight; House parents will remind them of this. Clean towels are readily available.

## YOUR STAY CONTINUED...

#### STUDY

Study is an important part of your time in the AHS Halls. Compulsory study will allow you to develop good study practices, which will help you in your further education. Supervised study times are only a minimum and study remains open until 10.00pm every night. There is a range of reference books and computers in study; you can also make use of the hostel library. Study facilities are also provided within each bedroom.

#### **Study Times:**

S1 & S2 – Monday to Thursday 30mins per day

S2 & S4 – Monday to Thursday 1 hour per day

S5 – Monday to Thursday 1 hour 30mins per day

S6 – No compulsory study, S6 residents will be monitored.

Please ensure you have enough work to keep you occupied during study. Study is between 3.30pm – 5.00pm or 5.30pm – 7.00pm. The use of mobile phones is strictly limited to calculator and listening to music with earphones.

#### **GYM**

The AHS Halls has a well-equipped gym that is available for residents to use anytime. All residents will have to be inducted before they are able to use unsupervised.

#### **RECREATIONAL AREAS**

The AHS Halls has a variety of different recreational areas for residents to relax and socialise in. We ask that all residents respect each other when using these facilities.

## IF YOU HAVE A PROBLEM

- Members of staff are available 24 hours of day.
- If you ever feel there is an issue you would like to talk about, or if you are worried or just want a chat, please do not hesitate in approaching any staff member at any time. Your time will always be valued.
- We have a Waking Night Houseparent Sunday to Friday morning as well as Sleep-In staff member. Help will always be on hand 24/7 if you need it.