



LOUGHBOROUGH
Grammar School



Boarding Information Booklet

Welcome to Loughborough Grammar School

Located in the heart of Loughborough, an internationally renowned university town, Loughborough Grammar School pupils live in two boarding houses in the middle of a beautiful, 39 acre campus. Boarders can access the amenities of the thriving town centre in just a 5-minute walk.

We have a mixture of British, European and International pupils. Boarders value Loughborough's central position in the country. Travel to school is simple with Loughborough train station, having routes to London which take a mere 75 minutes, a 5-minute drive away. The cities of Leicester and Nottingham are less than 30 minutes away.

School has an inclusive outlook that values academic success, but prioritises the wellbeing of our young people above all else. We look to offer the highest standard of pastoral care and a family atmosphere. Our team of committed boarding staff, counsellors, nurses and school doctor are here to support boarders as they settle into life in the UK.

In addition, there are many co-curricular opportunities, including sports, music, drama, volunteering, and academic extension clubs. Boarders benefit from weekend activities and cultural visits which makes leisure time enriching. Our Cultural Programme, which introduces pupils to life in the UK, received an award from the Boarding School Association Awards in 2020. We look to nurture independence amongst our pupil cohort so that our boys are thoroughly prepared for university and their future careers.

We would like to offer a very warm welcome to our school.

Mr Craig Blackman
Head of Boarding



Statement of Principles

The following are the five principles upon which boarding at Loughborough Grammar School is based:

1. Being an open and trusting school, boarding is based upon mutual respect for all members.
2. Each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying.
3. There is equality of opportunity and respect for all boarders, regardless of ethnicity, culture, gender or disability.
4. Each boarder has the right to extend his intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to work.
5. Despite the often great distances separating boarders from their families, links with parents are seen as an indispensable part of the support and development of boarders in this school.

The Boarding Team

Head of Boarding: **Mr C Blackman**

Houseparents of Denton House: **Mr C Blackman and Mrs H Blackman**

Houseparents of School House: **Mr P Marlow and Mrs M Marlow**

Boarding Administrator, Travel Arrangements and House Matron: **Mrs H Godfrey**

Resident Tutor of Denton: **Miss S Durden**

Resident Tutor of School House: **Mr B Korosi**



Term Dates 2024-2025

Autumn Term 2024

New boarding pupils' arrival	Tuesday 3 September (boarders arrive from 14:00)
New Pupil Induction	Wednesday 4 September
Start of Term	Thursday 5 September
Half-Term	Friday 18 October, 16:00 (boarders depart by 18:00)– Sunday 3 November (boarders arrive from 14:00)
End of Term	Friday 13 December, 12:00

Spring Term 2025

Boarding pupils' arrival	Monday 6 January (boarders arrive from 14:00)
Start of Term	Tuesday 7 January
Half-Term	Friday 14 February, 16:00 (boarders depart by 18:00) – Sunday 23 February (boarders arrive from 14:00)
End of Term	Friday 4 April, 12:00

"The experiences and opportunities I've had at LGS have shaped me into the person I am today. I am thankful for the supportive environment that has fostered my growth and provided lifelong friendships. As I embark on the next phase of my journey, I carry with me the valuable lessons and cherished memories from my time at LGS." **Konstantin is from Bulgaria, Year 13 (2024).** He aspires to a career in computer programming.



Summer Term 2025

Boarding pupils' arrival	Monday 28 April (boarders arrive from 14:00)
Start of Term	Tuesday 29 April
Half-Term	Friday 23 May, 16:00 (boarders depart by 18:00) – Sunday 1 June (boarders arrive from 14:00)
End of Term	Friday 4 July, 12:00

It is important that term dates are strictly observed to ensure boarders do not miss out on schooling. In exceptional circumstances, if early departure/late arrival is necessary, permission must be granted by the school before transport is arranged.

To avoid disturbing room-mates and the House in general, it is important that anti-social hours of arrival/ departure are avoided when arranging travel.

It is imperative that we know where each boarder is staying during the holidays and what his transport arrangements are. A travel form will be sent out to parents and should be filled in for Mrs Godfrey to ensure boarders' travel arrangements are known.



Boarding Houses

Loughborough Grammar School has two boarding houses: School House and Denton House. Each House has a residential Housemaster and Housemistress, who act as the house parents to the boarders. Both Houses have comfortable rooms which range from rooms of four to twin rooms. School House has single rooms which are usually reserved for the senior students.

Both Houses have a fully equipped kitchen which pupils can use to make snacks in addition to the meals that are prepared for them by our catering team in the school dining hall. There is a large common room which acts as a social space in both of the Houses. Boys have access to a snooker table, table tennis, playstation, board games, darts board and a private garden.

Living in the heart of the campus, boarders can also make use of the Music School, two school gyms, the swimming pool, playing fields, computer labs and library.

Accommodation

Each pupil has their own bed, desk, wardrobe, chest of drawers with a lock and a lamp. Each room has access to a shared bathroom with shower.

Pupils are welcome to personalise their room with their own belongings. They must only use the notice board for pinning up photos and posters. They must not paint the walls, draw on the walls/furniture, or stick blue tack or tape to the walls.

Mid-term changes are not allowed unless authorised by the Head of Boarding.

Storage

Each room has its own storage. For those pupils who are returning to school the following academic year, summer storage arrangements will be discussed

Common Room Areas

A common room is available where pupils can go to socialise and watch television/play games. It is a communal space for them to enjoy and relax in.

Room Checks

Room checks will be conducted regularly by boarding staff in order to make sure boarders are living in a clean and safe environment. Boarders must keep their room tidy, ensuring the floor is clear for the housekeeping team to Hoover every weekday.

Room audits will occur to ensure that the room is up to standard and to update any maintenance requirements. We will endeavor for work to be completed while the boarders are on holiday and not using their rooms.

Room inspections will occur to check for any prohibited items and are only authorised by the Housemaster or the Head of Boarding. Boarders will be informed before a room inspection is carried out and there will always be two staff members present.



Internet

All rooms have free access to the internet through a broadband connection and Wi-Fi, the internet is filtered to stop restricted web content.

Electronics

Due to it being a fire hazard, boarders are not allowed to use cooking devices such as slow cookers, kettles or rice cookers in their rooms. All items will be subjected to an electronic Portable Appliance Testing (PAT) safety check and any item not tested will be confiscated. Pupils should please make sure to switch off all electronics when they leave their room.

Accidents and Damage

If a boarder causes damage, it should be reported at once to a member of the boarding staff. Pupils and any visitors must respect the school's property and act appropriately to avoid damage. For instance, there should be no balls thrown or kicked in the House. No pupil should attempt to change light bulbs or repair electrical items.

Meals

Loughborough Grammar School has its own catering facilities and serves breakfast, lunch and dinner during the week and brunch and dinner at weekends. These meals are served in the dining hall. For those who choose to wake up early at the weekend, there are supplies for boarders to help themselves to breakfast in the boarding house kitchen. The catering team caters for all dietary requirements including daily vegetarian and vegan options. All dietary intolerances including allergies must be made known to the nurse, boarding staff and catering staff.

Meal times

Weekdays
Breakfast 07:30-08:20
Lunch 13:10-14:20
Dinner 18:00-18:30

Weekends
Brunch 11:00-11:30
Dinner 17:00-17:30



Boarding Rules and Expectations

Safe Keeping of Accommodation and Belongings

Boarders are advised not to store considerable amounts of cash (more than £50) or highly valuable items in their rooms. Pupils have a responsibility to keep their own possessions safe by locking them in their lockable drawer when they are not present or by locking any valuables safely in the safe in their Housemasters' accommodation.

Pupils must not enter the room of another boarder, remove items belonging to someone else or borrow property from others without permission. Where theft is reported, staff reserve the right to search the rooms of other boarders for missing possessions.

Fire Prevention and Safety

Boarders must never cover smoke alarms or remove batteries from them. They must never tamper with other safety equipment such as fire extinguishers or fire blankets. Tampering with them is a serious breach of health and safety rules and anyone found doing so will be subject to disciplinary action. Boarders must not have candles, lighters or smoke in the premises. Any such items found in rooms will be confiscated.

There will be a practise fire drill each term and at least one will occur during sleeping hours. Whenever pupils hear the alarm, they must evacuate the building immediately by following the fire evacuation procedure which is pinned on all notice boards. Failure to comply with fire drills and alarms may result in disciplinary action.

Noise

Pupils must be considerate of other boarders' rights to quiet time. Any music devices that cause a nuisance to other residents or our neighbours may be removed by boarding staff. Headphones should be used when listening to music, gaming or talking on the phone.

Lights Out

Weekdays

Denton Junior boarders: 21:30

Denton Senior boarders: 22:30

School House: 22:30

Weekends

Denton Junior boarders: 22:30

Denton Senior boarders: 23:00

School House: 23:00



Prohibited items which are not allowed in boarders' rooms

- Medicine
- Candles
- Kettles
- Rice cookers
- Heaters
- Electric blankets
- Lighters
- Matches
- Fireworks
- Pen knives
- Cigarettes, vapes, drugs, alcohol

Registration

Weekdays

Breakfast: 07:30-08:20. Boarders are expected to attend breakfast during the week where they will be registered.

Tutor time: 08:30. Boarders will meet with their tutor and tutor group.

Evening roll call: 17:45 for Denton/18:00 for School House. Boarders will meet in their boarding house before dinner.

Weekends

Morning roll call: 10:45 for School House/11:00 for Denton. Boarders will meet in their boarding house before brunch.

Evening roll call: 16:45 for School House/17:00 for Denton. Boarders will meet in their boarding house before dinner.

Access to the Boarding House

During the school day, 08:30-16:00, boarders are allowed to return to the House during break and lunchtime only.

Leaving the Boarding House

Accurate records must be kept in case of a fire. A boarder's failure to sign in and out may mean they are denied leave in future.

Outside of the school day, pupils of the appropriate age have the privilege of walking into town:

They must be with another pupil.

They must sign out clearly.

They must have their mobile phone and the contact number of the Housemaster stored on their device.

They must not wear school uniform.

Permission must be granted by the Housemaster if a pupil wishes to travel further. In most cases, written permission must be received by the pupil's parent or guardian.

Visitors

Only boarders, boarding staff and key members of the Estates team should know the code to buildings.

At lunchtime, one day boy is allowed to enter the House with a boarder. They must be accompanied at all times, not be told the code, not eat or drink any of the House's supplies, not use the toilet and not enter any bedrooms.

Family, guardians and friends may visit pupils in boarding accommodation. Pupils must alert the boarding tutor on duty that the visitor is outside and then they must sign in and out as visitors.

Visitors are not allowed to stay overnight. Visitors are only allowed in communal areas and are not allowed to enter pupil rooms unless permission/supervision is given by a member of the boarding team.





“All the sporting events in the evening very much helped me to bond with the other boarding members. I have learnt valuable skills of independence such as cooking skills and some housework, like changing the sheets and washing dishes. I have also enjoyed formal events such as the Christmas Dinner. I do feel very ready for life after school as I prepare for university.” - **Loughburian, Titan T from Thailand (LGS, 2023)** . Titan secured a place to study Engineering at The University of Manchester after achieving all A* at A Level.



Health and Wellbeing

Boarding policy on medicines held by boarders

1. When sending your son to our school, we ask that you send written evidence of any diagnoses, and / or any regular medications that your son requires. This written evidence must be in English, and must detail the diagnosed condition, and also the treatment plan and medication prescribed. This information must be passed to Admissions, who will pass this to the School Nurse. The Lead Nurse must approve this information before your son travels to the UK.
2. On arrival at school, the School Nurse and the School Doctor will check each declaration with each pupil to ensure they understand which medicines each pupil has and what they are for. At this meeting, the pupil will be informed that it is essential that he keeps the medicines locked up and they are not shared with any other boys.
3. During holiday periods, if pupils are prescribed medicines at home, upon return to school, they must notify the School Nurse and the School Doctor, and be interviewed by the Doctor to ensure that this is permissible.

If medicine is prescribed abroad, it would be helpful to have a note from the prescribing Doctor explaining what medicines they have been prescribed and why.

If parents are present when boys arrive in school, then they will meet with the School Nurse and if available the School Doctor. All boarding staff receive elementary training on the administration of medicines from the School Nurse and/or the School Doctor.

4. Parents are kindly asked not to send non-essential (non-prescribed) medicines with their sons.
5. In the case of medicines distributed by the House staff from centrally held medical cabinets, such as cold relief medications and low-level painkillers, a record must be kept of what was given, when and to whom.
6. In the case of **controlled substances** these will be held by **the School Nurse** in the appropriate secure refrigerator in the sick bay.

The Lead Nurse conducts a medical appointment with each boarder at the start of the year.

The Lead Nurse will register all boarding pupils with the local surgery as part of their induction.

Boarders are able to make appointments with the School Doctor each week.

In case of an accident or emergency, boarders will be accompanied to A&E by House staff.

Medical items that boarders can have in their rooms:

Prescribed creams (although has to be authorised by the nurse)
Nasal spray
Eye drops
Plasters
Multivitamins

Medical items that boarders cannot have in their rooms:

Over the counter medications (e.g. paracetamol, Lemsip, ibuprofen, antihistamines)
Protein supplements
Weight loss supplements
Medication that has not been obtained in the UK
Energy drinks/stimulants/caffeine tablets



Housekeeping and Laundry

Each of the Houses has a dedicated housekeeping team. Boarders' rooms and bathrooms are cleaned every weekday. The boys have their laundry done in-house. Their clothes are washed, ironed and ready for them.

School Uniform Check List

The school uniform for Years 6 – 11 should be purchased from the School Shop, which is situated within the campus. Boarders will be fitted for their uniform as part of their induction programme.

Years 6 – 11

- School grey suit
- School light blue shirt
- House tie
- Navy blue school jumper with crest
- Grey socks
- Black leather shoes capable of being polished – not boots or trainers
- Dark coat
- White lab coat for Science and Art
- Rugby/hockey kit - navy blue shorts with logo, rugby shirt, school socks.
- Gym kit - navy blue shorts, House vest and House polo shirt, white sports socks
- Swimming kit - navy blue swim shorts
- Track suit - school track suit
- Name tapes - large nametapes for rugby shirts, lab coats, bags and all uniform. These can be ordered from the school shop
- School bags, black backpack, navy or black sports bag

“At LGS, I had the opportunity to further enhance my programming skills, which led me to join and eventually lead the programming club. Additionally, I was honored to be appointed as the Deputy Head Boy, enabling me to play an important role in organizing events and representing the boarding house in the community.” - Konstantin is from Bulgaria, Year 13 (2024). He aspires to a career in computer programming.

Years 12 and 13

Sixth Form dress should be 'professional', in keeping with an academic environment and in preparation for their life beyond Loughborough Grammar School.

Dress

Students should wear a smart suit, a formal shirt and school tie with professional shoes.

A tailored, business-style suit comprising of a jacket and trousers of matching colours.

Suits may be black, grey, or blue and should be of a sober shade. Thin, subtle pinstripes are also acceptable.

Shirts should be of a light or pastel colour.

A v-neck black, blue or grey knitted jumper, without any zips.

Ties should be one of those issued by the School.

Shoes should be suitable for a business environment, clean, black or brown and able to be polished.

Coats should be tailored and suitable for a professional environment, in a sober shade of black, grey, brown or blue.

Appearance

Students' appearance should be suitable for an office environment.

Hair should be neat and tidy.

Hair length should be consistent, with no extreme differences in length. Closely-shaven styles are not appropriate.

Hair should be of a natural colour.

Pupils should be clean-shaven at all times, excepting religious purposes.

Pupils should not be wearing jewellery, including rings and earrings to school.

Students who fall short of these expected standards will be given a verbal warning by school staff and asked to amend their dress and/or appearance for the following day. If students still fall short of these expectations, contact with parents will be made.



Other Boarding Requirements

The below is an indication of the minimum requirement for full-time boarders. Casual clothes are worn in the evenings and at weekends. These items are to be brought from home and will not be supplied by the school shop. Everything must be named before arrival.

Additional clothing

- 4-6 pairs of casual socks
- 2 smart shirts with ties
- 1 smart jumper
- 2 jumpers or sweatshirts
- 4 t-shirts or casual tops
- 2 pairs of jeans or other casual trousers
- 1 pair of smart casual trousers
- 1 dressing gown
- 1 pair of slippers or night-time shoes (e.g. flip-flops)
- Night wear
- 1 pair of wellingtons (entirely optional)
- 1 pair casual shoes or trainers

We have occasional formal dinners which require a jacket, collar and tie; whilst school uniform is very acceptable, most boys prefer an alternative jacket and trousers.

All clothing should be suitable for a bulk, medium temperature wash, and commercial tumble drying. Delicate fabrics should not be brought.



Linen

It is strongly advisable that parents or boys purchase bed linen in the UK on arrival.

- 2 good-sized towels, with loops halfway down one side
- duvet
- 2 duvet covers
- pillow
- 2 pillow cases
- 2 fitted single sheets

Toiletries

- Shower gel
- Soap
- Toothbrush, and spare new toothbrush
- Toothpaste
- Anti-perspirant deodorant
- Hair brush and comb
- Toothbrush mug
- Wash bag to carry items to the bathroom

Please note that the School cannot take responsibility for these items. All personal items should have personal insurance as they will not be covered by school policies against theft or damage.

“When I joined LGS, I was excited to start a new, more independent life away from home. The Housemaster and Housemistress, Mr. and Mrs. Marlow, warmly welcomed both me and my mum, and I knew I was in good hands. I soon got to meet my new roommates, with whom I spent many memorable nights throughout the year, chatting, watching movies, playing games, and engaging in sports. One day, Mr. Gacs noticed how tall I was and invited me to join the basketball team. I tried different sports, but basketball turned out to be my true calling.” - Konstantin is from Bulgaria, Year 13 (2024). He aspires to a career in computer programming.





English as an additional Language (EAL)

The aims of the EAL department at Loughborough Grammar School are:

1. To enable our overseas pupils to improve their speaking, listening, reading and writing in English so that they can access the whole curriculum, participate fully in co-curricular activities and enjoy the social and cultural opportunities on offer.
2. To improve their English language skills as quickly as possible so that they can pass Cambridge and IELTS examinations and fulfil the language requirement for entrance to an English-speaking university.

Years 7-11

All boys starting at the School from overseas have an initial assessment carried out by our qualified EAL specialist, Mrs Slater, and are given a level on the Common European Framework of Reference (CEFR) in speaking, listening, reading and writing.

Boys identified as in need of English support are taught in small groups throughout the week.

In Years 7-11 pupils work towards the Cambridge Suite of English Examinations at the following levels as appropriate:

- Preliminary English Test (PET) B1
- First Certificate in English (FCE) B2
- Certificate of Advanced English (CAE) C1

They work intensively on speaking, listening, reading, writing and grammar to improve language skills to the standard required to perform well in a high-achieving school. Pupils are further encouraged to participate actively in all curriculum areas by asking and answering questions in class and by engaging in whole class, small group and paired discussions.

Cambridge English examinations are taken once a year.



Years 12 and 13

Boys starting in Year 12 have an initial assessment and are given a level on the CEFR.

In Years 12 and 13, boys are taught in small groups throughout the week and the lessons have three clear goals:

1. To improve students' speaking and discussion skills – particularly vocabulary, grammar, pronunciation, intonation and stress, to meet the language demands of A Level study.
2. To prepare students for IELTS examinations in speaking, listening, reading and writing which they take during their time in Years 12 and 13.
3. To help students to perform to the best of their ability in university interviews.

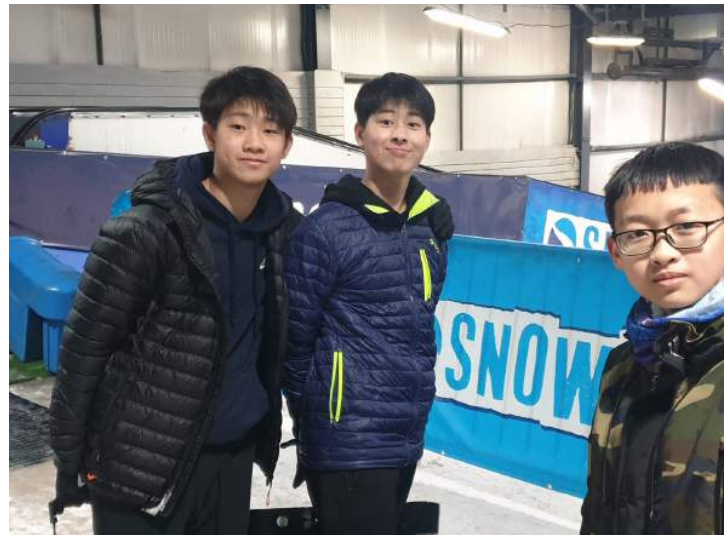
Students take IELTS exams at a local centre during term-time or in their home country during vacations. They aim for an overall band score of 7.0 or higher which will enable them to access most courses at most universities in any English-speaking country, subject to other academic requirements such as A Level grades.



Activities

The boarders' Cultural Programme is a programme of weekend activities that introduce overseas boarders to British culture and traditions. A particular aim of the outings is to prepare boys for independent living in the UK, should they choose a British University after time at the School.

- Visiting cities including: London, York, Leicester and Liverpool.
- Visiting Oxford and Cambridge University
- Visiting a UK National Park
- Attending a premiership football match
- Visiting a UK Theme Park
- Attending formal dinners at School



Boarders' Chapel

In a busy school week, Boarders' Chapel is a time for quiet and to reflect on different themes. Our Boarders' Chaplain, Mr Davies, leads these services.

The word 'chapel' refers to a kind of church, which is a place Christians gather for worship. Due to the history of Loughborough Grammar School, which began in a local church, the weekly meeting retains some of the elements of Christian worship, often including readings from the Bible and prayers, which pupils are invited to listen to and join in with.

Often, we will have a visiting speaker who will be introduced by the boarders. Pupils will be able to talk to them after Chapel if they wish. Also, if pupils would like to talk about the Christian faith, or pray with someone, Mr Davies is happy to do so. Attendance at Boarders' Chapel is compulsory, and we expect all Boarders to show respect for each other, our visitors, and the ideas shared.

"Academically, I am very grateful that some of the duty staff in the evenings in the boarding house are the subject teachers who could help me with my homework and any questions about that specific subject." - **Loughburian, Titan T from Thailand (LGS, 2023)**. Titan secured a place to study Engineering at The University of Manchester after achieving all A* at A Level.



Joining the Wider School House System

In addition to the pastoral care of the boarding community, boarders will be supported as a member of the wider school House system. Abney, Davys, Yates and Pulteney House are the four pastoral groups which both day boys and boarders are sorted into.

Each boy will have a form tutor and be part of a small form group. The form tutor will get to know each pupil over their years at school. They are there to support and champion the boys. Once a boarder leaves the Boarding House, they meet their form tutor at 08:30 each weekday. In addition, each boy has a Head of House who is in charge of monitoring their academic progress and looking after their pastoral needs during the school day.

There is a sense of community and comradeship in each of the Houses. Pupils have the opportunity to represent their House in competitions, including chess, rugby, swimming, drama, photography and E-sports.

Supporting our Boarders

Safeguarding

We have specially trained senior staff who ensure the boarding and school staff keep pupils safe. There are posters around school and in boarding with the picture, name and contact details of these specialist senior safeguarding staff.

If a pupil has concerns for their safety, or someone else's safety, they should contact a member of the Designated Safeguarding Team: Mrs Foster, Mr Ward, Mr Morris, Mr Emmet: r.ward@lsf.org / a.morris@lsf.org / t.emmet@lsf.org

Anxiety and Stress

The counsellors, School Nurse, Head of Boarding, boarding staff or any other member of staff are all available for boarders to talk to if they are feeling unhappy. There are posters around school/the House showing the contact details of staff.

If a boarder would like to talk to someone within school, they can contact:

Any subject teacher, form tutor or boarding tutor, in person or by email.

The Head of Boarding, Mr Blackman, c.blackman@lsf.org

If a boarder has concerns for their safety, or someone else's safety, they should contact a member of the Designated Safeguarding Team.

If a boarder is feeling anxious, angry, lonely, or if there is something which is troubling them, they should arrange a meeting with our counsellor: grammar.counsellor@lsf.org



Independent Listener

We have identified an independent person for boarders to contact if they wish to talk to someone who doesn't work with school or boarding. Boarders will see posters around school/the House with the contact details of the independent listener.

The independent listener, Mrs Karup: **07747 794247**

Independent Organisations

If boarders feel unsafe at school, they may want to contact OFSTED (the government organization that inspects boarding schools) on **03001 231231**.

If they want to talk to someone, particularly as a student who is living away from home, they could contact the Office of the Children's Commissioner on **08005 280731**.

If a boarder feels unsafe they can call Childline **0800 1111**.

If a boarder has safeguarding concerns, the Local Authority can be contacted on **0116 3057597**.

All members of the Boarding Staff can listen to boarders' opinions and suggestions.

Each House has a prefect. Boarders can pass on opinions ready for when they meet with the Housemasters to discuss ideas, concerns and improvements. If there is a specific point a boarder would like to make in person, they can join the meeting.

Specific comments about food can be raised in the regular survey sent out to all boarders and ideas will also be collected and shared at a Food Committee meeting.

We meet each day as a House. If a boarder wants to raise something, they are welcome to at this time.



Complaints Concerning Boarding Pupils

Boarders' parents or legal guardians should direct complaints initially to the relevant Boarding House Master/Mistress. Alternatively, they can be directed to the appropriate Head or Deputy Head (Pastoral). Boarding House complaints will be addressed in accordance with the School Complaints Policy (this can be found on the school website under 'Policies'). This includes details of how boarders or parents may appeal against a decision made by the school about their complaint.

Under the National Minimum Standards it is a requirement that boarding pupils and their parents are informed as to how they can contact OFSTED and the Local Authority Allegations Manager (LADO) regarding any complaint concerning the welfare of pupils.

A complaint to OFSTED should be made to:

OFSTED Royal Exchange Building
St Anne's Square
Manchester
N2 7LA
Telephone Number: 0300 123 1231
Email: enquiries@ofsted.gov.uk

The relevant contact at the local authority is:

Allegations Manager/LADO
County Hall
Safeguarding Unit Room
101 Leicester Road
Glenfield
Leicester
LE3 8RF
Telephone Number: 0116 3057597



Points of contact for parents

Boarding staff:

Head of Boarding, Craig Blackman: c.blackman@lsf.org

Housemaster and Housemistress of Denton House, Craig and Hannah Blackman: c.blackman@lsf.org

Housemaster and Housemistress of School House, Phil and Moe Marlow: p.marlow@lsf.org

Travel arrangements and visa queries, Hayley Godfrey: h.godfrey@lsf.org

Lead Nurse, Lindsay Hampson: l.hampson@lsf.org

Academic/Pastoral issues within the school day:

Davy's House, Matthew Sollars: m.sollars@lsf.org

Abney House, Michael Davies: m.davies@lsf.org

Yates House, Alwyn Morris: a.morris@lsf.org

Pulteney House, Samuel Ferraby: s.ferraby@lsf.org



Payment of Fees

The School requires the school fees to be paid in full by the first day of each term. A penalty fee of 1.5% per month may be charged, at the discretion of the Governors, on any balance outstanding one month after payment due date.

Payment can be made by bank transfer. Please contact the School for payment details, and when making payment please quote your son's name as the reference.

Payments can also be made using Flywire, which allows currency payments as well as credit card payments. The link for this can be found on our website in Admissions > School Fees > Fee Payments. Please choose the option to pay by Credit/Debit card.

Personal Finance

It is recommended that boarders have a bank account and that for the younger boys their parents arrange this prior to arrival. For boys in Years 12 and 13, the School will provide an appropriate letter to enable them to open an account, and there are several banks in Loughborough to choose from.

Boarders are not permitted to keep large amounts of cash (more than £50) in the House. If a boarder has more cash than this, it will be stored in the safe.



Overseas Boarders Applying for (or Renewing) Visas

Applying for a UK visa

If a pupil wishes to study at a school, college or university in the UK they will have to make an immigration application to the UK authorities in their home country for permission to come to the UK as a student. The main two visa's are a **Child Student Visa** if the child is between 4 and 17 years old and they want to study at an independent school in the UK, or a **Student Visa** to study in the UK if they are 16 or over. These visa's have replaced the Tier 4 (General) student visa, and are administered by the United Kingdom Visa and Immigration service (UKVI).

For entry to Loughborough Grammar School, you will need to apply for a **Child Student Visa**.

You will also have to pay the **Healthcare Surcharge** at the same time as you apply for your child's visa.

Useful References

Sponsor Licence Number: **TG9YBPA92**

Alternative Collection Location Code: **2SC577**

UK Government website: www.gov.uk/browse/visas-immigration/student-visas

Guardians

It is a UKVI legal requirement that all pupils living overseas should have a guardian in this country, designated by the boy's parents. Before selecting such a person, parents should consider carefully (clearly, the boy should be well acquainted with his guardian and get on well with them) what is expected of the guardian by the School.

Expectations:

The guardian should in all respects replace the parent in the UK, take responsibility for the boy's travel arrangements, and be able to provide a suitable home environment for the boy during holiday periods.

The guardian should be an adult over the age of 25.

The guardian should communicate frequently with the School, and be able to assist the School in matters relating to the general progress of the pupil.

If using a Guardianship Agency, we strongly recommend those belonging to AEGIS. Further information can be obtained from aegisuk.net.

Detailed information about guardians can be found in our [Guardianship Policy](#), which is attached to the Boarders' Joining Forms and Offer letter.



Loughborough Grammar School
Burton Walks
Loughborough
Leicestershire LE11 2DU

01509 233233
grammar.office@lsf.org
www.lsf.org/grammar

 @LboroGrammar / @LboroGSBoarding  @LboroGrammar / @lgsboarding  @LboroGrammar