



SUMMER TERM

BOARDING EXPERIENCE

GUIDE – 2024-2025



KING WILLIAM'S COLLEGE

INTRODUCTION

The King William's College Summer Term Boarding Experience provides intensive English tuition, with a range of other academic subjects, and total immersion into the school community. This will be complemented by a full leisure programme of sports, activities and excursions.

This unique course provides an opportunity for students aged 14 to 16 to join a fully functioning school. It is designed to empower students to experience boarding school life and discover if they would enjoy studying away from home longer term. Pupils' will need to arrive on Tuesday 3rd June. The course will run from Wednesday 4th to Wednesday 25th June 2025. Place numbers are limited.

Each student will have approximately 35 hours English tuition over the course, which will aim to:

- Improve spoken and written English
- Develop vocabulary
- Enhance listening and pronunciation
- Build confidence and fluency

The Summer Term Boarding Experience is perfect for students who are preparing for (I)GCSEs, A levels or the IB Diploma, are thinking of entering a British boarding school or are looking for an interesting and rewarding holiday, whilst improving their English.

In the first and second week, students will attend English lessons in the mornings, followed by activities in the afternoon.

In the third week, the students will be integrated into regular subject lessons with our current students, according to their age and ability.



EXAMPLE COURSE PROGRAMME

WEDNESDAY	THURSDAY	FRIDAY	SAT & SUN	MONDAY	TUESDAY
<p>WEEK 1 Induction Day: Placement Test Orientation Activities Welcome BBQ</p>	<p>Morning: ESOL lessons</p> <p>Afternoon: Activities</p>	<p>Morning: ESOL lessons</p> <p>Afternoon: Activities</p>	<p>Adventure Weekend</p>	<p>Morning: ESOL lessons</p> <p>Afternoon: Activities</p>	<p>Morning: ESOL lessons</p> <p>Afternoon: Activities</p>
<p>WEEK 2 Morning: ESOL lessons</p> <p>Afternoon: Activities</p>	<p>Morning: ESOL lessons</p> <p>Afternoon: Activities</p>	<p>Morning: ESOL lessons</p> <p>Afternoon: Activities Cinema Trip</p>	<p>Liverpool Trip</p>	<p>Morning: Subject lessons</p> <p>Afternoon: Subject lessons</p>	<p>Morning: Subject lessons</p> <p>Afternoon: Subject lessons</p>
<p>WEEK 3 Morning: Subject lessons</p> <p>Afternoon: Subject lessons</p>	<p>Morning: Subject lessons</p> <p>Afternoon: Subject lessons</p>	<p>Morning: Subject lessons</p> <p>Afternoon: Subject lessons</p>	<p>Boarders Activities</p>	<p>Morning: ESOL lessons Exit Test</p> <p>Afternoon: Activities</p>	<p>Morning: Subject lessons</p> <p>Afternoon: Subject lessons</p>

DATES & ACTIVITIES

Students should arrive at King William’s College on Tuesday 3rd June in the afternoon, ready for the start of the course on Wednesday 4th June. Students leave King William’s College on the morning of Wednesday 25th June.

EXAMPLES OF ACTIVITIES:

- Tour of the Island
- Trip to the Wildlife Park
- Manx Museum
- Peel Castle
- Laxey Wheel
- Steam Railway
- Coasteering
- Kayaking
- Paint balling
- Climbing

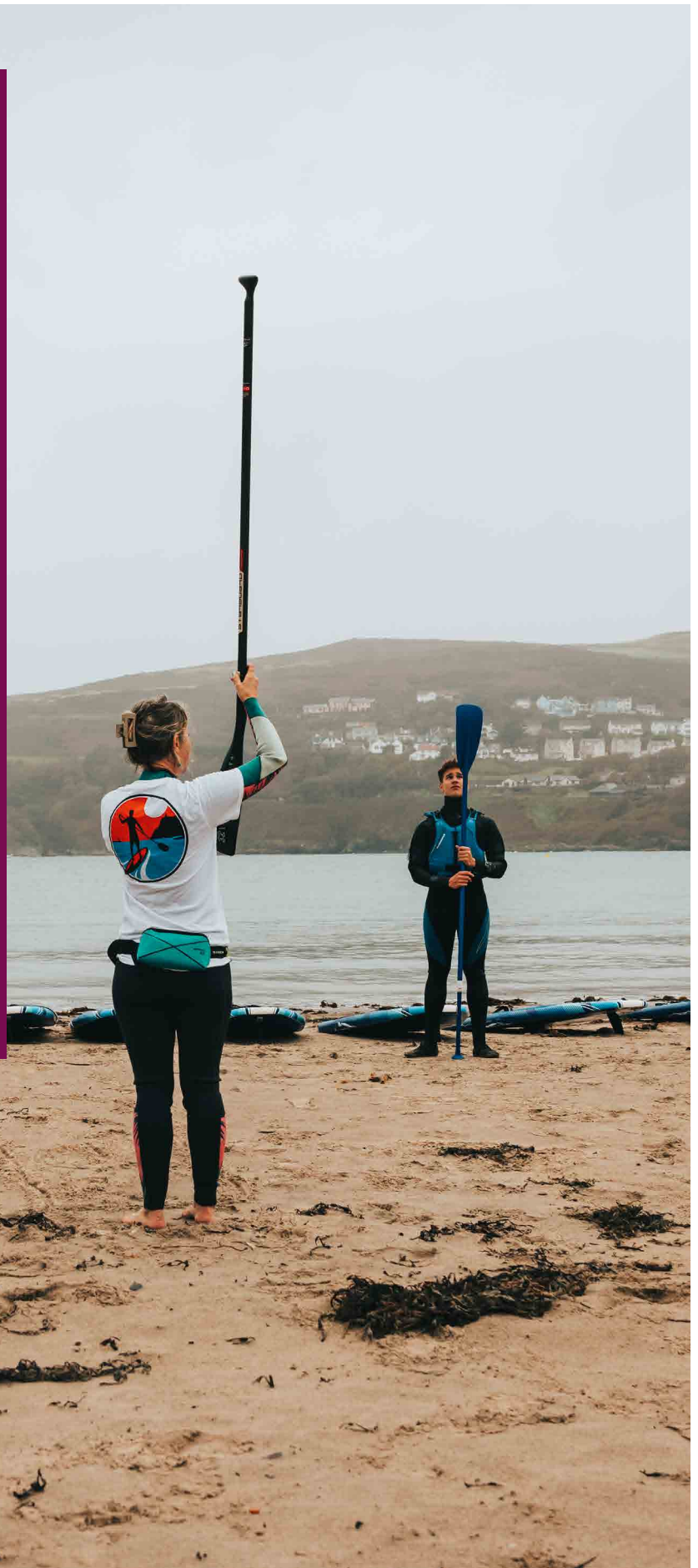


RECREATIONAL PROGRAMME

King William's College is situated in a stunning coastal location on the Isle of Man. It is a unique school in a very special environment.

With 37.1 acres of inspiring space, 19th century architecture, five rugby pitches, four football pitches, floodlit astroturf, sports hall, swimming pool, landscaped gardens, two boarding houses and a chapel large enough to accommodate the whole school, King William's College is a truly special place.

After the morning study periods students can enjoy a full programme of activities and excursions, including a tour of the Island and a visit to the famous Laxey Wheel. In the evenings they can relax and get to know the other students.



HOUSES & MEALS

Houseparents look after boarders in separate on campus girls' and boys' boarding houses and are supervised 24 hours a day. We have excellent pastoral care with supportive and caring staff.

Bedrooms are usually allocated on an age basis, with some sharing in mixed nationality bedrooms. The bedrooms are comfortable and well-equipped.

There are three hot meals a day for students, provided in the dining hall. The food is offered as a hot and cold buffet selection and includes fresh vegetables, fruit and desserts. There is plenty of choice, so all food preferences are catered for.

A resident nursing team is available for any medical issues which may arise.



GETTING TO KING WILLIAM'S COLLEGE

The Isle of Man has great air links with many major airports in the UK and Ireland. Most airlines operate daily flights to the Island, with some flights from the North West taking just under 30 minutes. Once you have arrived on the Island, King William's College is just a two-minute taxi ride or a 10 minute walk from the airport. You can also access the Island via ferry or fastcraft crossing all operated by Isle of Man Steam Packet.

Once you have arrived on the Island the School is just two minutes from the airport!



FEES & ADMISSIONS PROCESS

ADMISSIONS PROCESS

- To apply for a place please complete the **Summer Term Boarding Experience Registration Form** and **Medical Questionnaire**. Please email the student's latest school report and a copy of their birth certificate or passport to admissions@kwc.im.
- Once this information is received, our External Relations Team will contact you to arrange a date and time for an online interview.
- An offer of a place, if applicable, will follow by email.
- A place can then be secured by receipt of the £1,000 deposit.
- A request will follow for the remainder of the course fee, six weeks before the start of the course. This needs to be paid in full before we can accept a student.

FEE

The fee for the Summer Term Boarding Experience course is £3,500. This covers tuition, teaching materials, accommodation, food, laundry and all activities and excursions.

DEPOSIT

A deposit of £1,000, is required to secure a place.

PAYMENT

The outstanding amount is payable by 22nd April 2025, six weeks before the start of the course.

VISAS

Pupils requiring a Visa will be able to enter on a Visitor Visa for the duration of the Summer Term Boarding Experience course.

MEDICAL TREATMENT

If special medical treatment is required, every effort will be made to obtain the prior consent of the parent or guardian. If this is impossible in the time available the Principal or Housemaster/ Housemistress, acting in loco parentis, is authorised to give valid consent (including that for anaesthetic or operation) as may be recommended by the College Doctor. The College Doctor has a right to give a pupil's parents or guardian, the Principal or Housemaster/Housemistress, any confidential information about a pupil if he considers that it is in the pupil's own interest or necessary for the wellbeing of the school community that he should do so.

BANK DETAILS

Bank:	HSBC, Douglas, IOM	IBAN: GB61MIDL40193812795388
Account:	King Williams College	Swift: MIDLGB22 (Overseas only)
Sort code:	401938	Account number: 12795388

Please ensure that the pupil's name and 'STBE' appears as a reference, so we are able to credit the correct account.

PARENT CONTRACT

TERMS & CONDITIONS

1. DEFINITIONS

(a) In these terms and conditions

“The Buchan School” means the junior part of the school, which operates primarily on the Buchan site;

“Child” or “Pupil” means a natural person admitted by the school to be educated as a pupil and includes any pupil aged 18 or over;

“The Complaints Procedure” is the school’s procedure for handling complaints from parents, as amended from time to time for legal or other substantive reasons or in order to assist the proper administration of the school. Parents will be given notice of such amendments;

“Deposit” means the sum set out in the Schedule of Fees as amended from time to time. Parents will be given notice of such amendments;

“Fees” means the fees set out in the Schedule of Fees as amended from time to time. Parents will be given notice of such amendments;

“Governors” means the Directors of King William’s College for the time being;

“IB” means International Baccalaureate;

“King William’s College” means the senior part of the school which operates primarily from the King William’s College site;

“Head at the Buchan” means the person appointed by the Governors to be responsible for the day-to-day management of The Buchan School, including anyone to whom such duties have been duly delegated;

“Principal” means the person appointed by the Governors to be responsible for the day-to-day management of the school, including anyone to whom such duties have been duly delegated;

“Acceptance Form” means the form provided by the school for parents to complete when accepting a place for their child at the school;

“School Rules” means the rules of the school, as those rules may be amended from time to time. Parents will be given notice of such amendments;

“Term” means a teaching term in the school’s academic calendar as notified to parents from time to time;

“A term’s notice” means written notice given not later than the first day of the term preceding the

commencement of the term to which the notice relates;

“Terms and conditions” means these terms and conditions as amended from time to time. Parents will be given notice of such amendments;

“We” or the “School” means King William’s College, registered charity number 615, a company incorporated in the Isle of Man under number 52022C, which trades as King William’s College and The Buchan School;

“You” or the “Parents” means each person who has signed the Application and Acceptance Forms as parent, stepparent or guardian of a child or a person who, with the school’s written consent, replaces a person who has signed the Application and Acceptance Forms.

(b) The Application and Acceptance Forms, the Schedule of Fees, the School Rules, the Complaints Procedure and these terms and conditions, as any or all of these may be amended from time to time, together form the terms of the contract between you and the school and constitute the entire agreement between the parties. It is not intended that the terms of the contract shall be enforceable by your child or by any other third party.

2. ACCEPTANCE AND DEPOSIT

(a) An offer of a place for your child at the school is accepted by your submitting the Acceptance Form and paying the deposit and registration fee. Entry is at all times at the discretion of the Principal or the Head at the Buchan, as appropriate, and we reserve the right to refuse entry to a child.

(b) The deposit is not refundable if your child does not take up a place at the school (except where the school fills the vacancy created by your child’s withdrawal, in which case the school shall refund the deposit to you less its costs in administering your dealings with the school or a reasonable estimate of those costs). The deposit will form part of the general funds of the school until it is credited without interest to the final payment of the fees or other sums due to the school on your child’s leaving.*

(c) If you wish to withdraw your acceptance of a place after submitting the Acceptance Form and paying the deposit but before your child

starts at the school you must give written notice to that effect prior to the first day of the term immediately preceding the term in which your child was due to start. If such notice is received by the school by that time the deposit will be forfeited in accordance with Clause 2(b) above but no further fees will be payable. If such notice is received on or after that date, a term's fees (charged at the rate applicable for the term immediately preceding the term when your child was due to start) shall be payable and shall become due and owing to the school as a debt.

(d) If entry to the school is refused by the Principal or Head at the Buchan under 2(a) above, the deposit will be returned and the contract between us will immediately be terminated.

3. SCHOOL FEES

(a) All the costs incurred in the usual course of the education by the school of your child, including the provision of any necessary educational materials and as outlined in the Schedule of Fees, shall be met by the fees unless otherwise notified by the school.

(b) Any extracurricular activities such as private drama or music lessons, trips and visits for which you agree in advance your child may participate in shall be deemed to be supplemental to items met by the fees and charged for accordingly. In particular, all public examination charges and any additional charges incurred by the school in providing for the special educational needs of your child shall be charged as supplemental to the fees.

(c) Each person who has signed the Acceptance Form is liable for the whole of the fees due and any supplemental charges. The persons who have signed the Acceptance Form remain jointly and severally liable to the school for the whole of the fees and supplemental charges due, unless the school has agreed in writing to look exclusively to any other person for payment of the fees or any part of them. Where two parents have signed the Acceptance Form, one of them may withdraw from the contract with the school by submitting a term's notice to this effect provided they have obtained the prior written consent of both the school and the remaining parent and payment of all fees due is up to date. If your child has been or is awarded a scholarship, award or bursary, your liability will be for the amount of fees due after taking account of that Award. An Award may be withdrawn if, in the opinion of the Principal, your child's attendance, progress or behaviour no longer merits the continuation

of the Award but any such withdrawal of an Award will not operate so as to increase the fees due in respect of a term which has already commenced. Where it appears likely to the Principal that an Award may be withdrawn from your child, you will, if practicable, be notified in advance. If, within 14 days following the withdrawal of a scholarship, award or bursary, a child is withdrawn from the school, no fees in lieu of notice will be payable.

(d) Fees are payable in advance prior to the start of the term to which they relate. Supplementary charges are payable termly in arrears prior to the commencement of the term following the term in which the charges were incurred. We will send you an invoice prior to the start of each term detailing the fees and supplementary charges due. Each invoice must be paid either in full before the first day of term or, if fees are paid by direct debit, in monthly instalments (on dates agreed with the school) with supplemental charges being collected at the start of the following term.

(e) We reserve the right to refuse to allow your child to attend the school or to withhold any references while fees remain unpaid or there is a persistent default in relation to supplemental charges. We may make an interest charge of 2% per month, or such other rate as the Governors decide is reasonable, on outstanding amounts of fees and supplementary charges. By accepting these terms and conditions, you consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.

(f) The fees will be reviewed from time to time (usually annually) and may be increased by such amount as the Governors consider reasonable. We shall endeavour to give at least a term's notice of any increase in the fees due for a particular term and in any event shall give you notice of any such increase not later than the final day of the preceding term.

(g) Fees comprise a comprehensive annual charge, paid on a termly basis, and no reduction is given for Upper Sixth Form final year IB pupils leaving after half-term in the summer term.

(h) Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise. In the event that your child takes study leave at home before or during public examinations or stays at home following those examinations no reduction of fees will be made in respect of such periods spent at home.

4. NOTICE REQUIREMENTS

(a) If you wish to withdraw your child from the school (other than at the end of Form 4 of the Buchan or the Upper Fifth year of King William's College), you shall either give a term's notice in writing to the Principal to that effect or shall pay to the school a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given.

(b) If you wish to change your child's place at the school from a boarding to a day place or from a termly to a weekly/flexi boarding place, you must either give a term's notice in writing to the Principal or pay to the school the difference between the boarding or termly boarding and the day or weekly boarding fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given.

(c) In cases under (a) or (b) above, where notice is not given, the appropriate sum in lieu of notice will become due and owing to the school as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

(d) If you wish to withdraw your child from an activity charged for as supplemental, you must either give six weeks notice in writing to that effect or pay to the school six weeks charges for the activity in which your child has ceased to participate.

(e) The school's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees due or to obtain a refund of fees by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.

5. SCHOOL RULES

(a) It is a condition of continuing attendance at the school that your child complies with the school rules. In particular you undertake to ensure that your child attends punctually and conforms to such rules of appearance, dress and behaviour as shall be issued by the school from time to time.

(b) The school reserves the right to undertake drugs testing of pupils in accordance with its drugs policy as set out in the school rules.

(c) The school reserves the right, subject to applicable data protection legislation, to monitor your child's email communication and internet use whilst on school premises for the purpose of

ensuring compliance with the school rules.

6. DISCIPLINARY PROCEDURES

(a) The Principal has absolute discretion to require you to remove or to suspend or, in serious or persistent cases, to expel your child from the school if it is considered that your child's attendance, progress or behaviour (including behaviour outside school) is unsatisfactory and in the reasonable opinion of the Principal the removal is in the school's best interests or those of your child or other children.

(b) The Principal has absolute discretion to require you to remove or to suspend or, in serious or persistent cases, to expel your child if the behaviour of you or any/either of you is, in the opinion of the Principal, unreasonable and affects or is likely to affect adversely the child's or other children's progress at the school or the well-being of school's staff, is likely to bring the school into disrepute or where relations between you and the school have broken down.

(c) Should the Principal exercise any of the discretions under sub-clause 6(a) or 6(b) above you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) and the deposit will be forfeited. However, in such circumstances fees in lieu of notice will not be payable and any prepaid fees will be refunded.

(d) The examples set out in the school rules of behaviour likely to result in suspension or expulsion are not exhaustive, nor do they limit the discretion of the Principal in relation to such matters. In particular, the Principal may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. Each case will be considered on its own merits, taking into account all aspects of the pupil's record at the school.

(e) If you do consider that the Principal or the school has not acted in a way which is fair in all the circumstances when taking decisions under this Clause 6, your right to seek a review of the decision is governed by the Complaints Procedure.

7. THE SCHOOL'S OBLIGATIONS

(a) Subject to these terms and conditions, the school undertakes to accept your child as a pupil of the school from the time of joining the school until he or she ceases to be a pupil. However, the school shall not be obliged to permit your child to enter the Sixth Form at King William's College unless satisfied that it

is appropriate to do so having regard to his or her academic attainments and all other relevant circumstances. The school may make a decision as to whether your child may join the Sixth Form at King William's College after the results of (I)GCSE or equivalent examinations are known, and may make entry to the Sixth Form conditional upon the results of such examinations.

(b) While your child remains a pupil of the school, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on school premises or is participating in activities organised by the school.

(c) In order to fulfil our obligations, we need your co-operation, in particular by: fulfilling your own obligations under these terms and conditions; encouraging your child in his or her studies, and giving appropriate support at home; keeping the school informed of matters which affect your child; maintaining a courteous and constructive relationship with school staff; and attending meetings and otherwise keeping in touch with the school where your child's interests so require.

(d) In accordance with the law, we will not subject your child to corporal punishment. We will not subject your child to physical contact except where such contact may be deemed appropriate in order to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including your child). Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.

(e) If your child requires urgent medical attention while under the school's care, we will if practicable attempt to obtain your prior consent. However, should we be unable to contact you, you agree that we are authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by a doctor.

(f) Our prospectus describes the broad principles on which the school is presently run and is believed to be correct at the time of

printing. However, from time to time it may be necessary to make changes to any aspects of the school, including the curriculum, and we reserve the right to do so. For this reason, please notify the school if there is anything of particular importance to you contained in the prospectus, as it may be that recent changes are not reflected in the current version. We will give parents notice of any changes at the school including changes in the curriculum that we regard as significant to your child prior to the end of the penultimate term before the change is to take effect, and where practicable will consult with parents on such changes.

(g) We shall monitor your child's progress at the school and produce regular written reports. We shall advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other specific conditions. A formal assessment can be arranged either by you or by the school at your expense. You may be asked to withdraw your child without being charged fees in lieu of notice if in the opinion of the Principal the school cannot provide adequately for your child's special educational needs.

(h) The school is a Christian Foundation and compulsory religious observance at the school is conducted in accordance with the School Rules.

8. THE PARENTS' OBLIGATIONS

(a) It is a condition of your child's joining the school that you complete fully and submit to the school a medical questionnaire in respect of your child. You undertake to inform the school without delay of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections. If the school so requires due to a health risk either presented by your child to others or by reason of a virus, pandemic, epidemic or other health risk, you undertake to keep your child at home and not permit him/her to return to the school until such time as the health risk has been averted.

(b) You undertake to inform the school of any situations where special arrangements may be needed in relation to your child.

(c) The school is entitled to treat any instruction, authority, request or prohibition received from any person who has signed the

Application and Acceptance Forms as having been given on behalf of both or all such persons.

(d) The Principal must be informed in writing of any reason for your child's absence from school. Wherever possible the school's prior consent should be sought for absence from the school.

(e) We cannot accept any responsibility for the welfare of your child while off the school premises unless he/she is taking part in a school activity or otherwise under the supervision of a member of the school staff.

(f) If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform the school without delay. Complaints should be made in accordance with the school's Complaints Procedure.

(g) Parents of pupils who will be entering the Sixth Form at King William's College must read and approve the International Baccalaureate General Regulations which can be accessed on the College website. They will be deemed to have done this by accepting the College's 'Terms and Conditions'.

(h) It is the responsibility, where appropriate, of the parent/guardian of pupils to obtain the correct Tier 4 Child Student Visa to cover the duration of their education at KWC. Help in obtaining the required CAS (Confirmation of Acceptance for Studies) number is available through the External Relations Office. It is also the responsibility of the parent/guardian to obtain the necessary visa for any school trips. Any costs incurred for visas are chargeable. A copy of the Visa should be sent to the External Relations Office for our records.

9. INSURANCE

You must make your own insurance arrangements if you require cover for your child's person or property while at school. Your child is included in an obligatory personal accident insurance scheme, the charge for which is included in the Fees.

10. CONFIDENTIALITY AND REFERENCES

(a) You consent to our supplying information and a reference in respect of your child to any educational institution (including a further education institution) which you propose your child may attend. Any reference supplied by us shall be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we do not accept

any liability for any loss you are or your child is alleged to have suffered resulting from opinions reasonably given in or correct statements of fact contained in any reference or report given by us.

(b) You consent to us making use of information relating to your child whilst he or she is at the school and after he or she has left for the purposes of managing relationships between the school and current pupils, providing references and communicating with the body of former pupils.

11. PHOTOGRAPHY OF PUPILS

Photographs and videos are regularly taken of the school children for promotional materials, the school's website and social media channels. Photography or filming will only take place with the permission of the College and under the supervision of a member of staff.

We will not use images of your child without your consent. The Photography Consent form, available on Firefly, should be completed annually in order to comply with Data Processing legislation. You may withdraw your consent at any time and this should be in writing to the Principal's/Head's Office.

12. INTELLECTUAL PROPERTY RIGHTS

We shall recognise any intellectual property rights vested in your child.

13. CHANGES IN OWNERSHIP ETC.

For the purposes of constitutional changes to the school or amalgamation we reserve the right to transfer the undertaking of the school to any other natural or legal person, and to assign the benefit of this contract in connection with any such transfer, and/or to amalgamate the school with any other educational institution. Where appropriate we will inform and consult with all parents in relation to such changes.

14. TERMINATION

(a) The school shall be entitled to terminate this agreement forthwith by notice in writing to you and without prejudice to its other remedies and without any obligation to return any deposit or fees paid to you if you are in material breach of any of your obligations and have not (in the case of a breach which is capable of remedy) remedied the same within 14 days of a notice from the school requiring it to be remedied (including for the avoidance of doubt persistent non-payment of fees or charges or material default under these terms and conditions).

(b) The school may terminate this agreement forthwith by notice in writing to you and without prejudice to its other remedies if you, or any of you become unable to pay your debts or is declared bankrupt; you may terminate this agreement forthwith by notice in writing to us if the school becomes insolvent or goes into liquidation or receivership or is wound-up for any reason.

15. FORCE MAJEURE

(a) In this agreement “force majeure” shall mean any cause beyond a party’s control (including for the avoidance of doubt strikes, other industrial disputes, act of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination).

(b) In the event of a force majeure arising which prevents or delays the school’s performance of any of its obligations under this agreement, the school shall forthwith give you notice in writing specifying the nature and extent of the circumstances giving rise to the force majeure. Provided that the school has acted reasonably and prudently to prevent and minimise the effect of the force majeure, the school will have no liability in respect of the performance of such of its obligations as are prevented by the force majeure while it continues. The school shall use its best endeavours during the continuance of the force majeure to provide educational services.

(c) If the school is prevented from performance of its obligations for a continuous period greater than four months, the school shall notify you of the steps it shall take to ensure performance of the agreement.

(d) In the event of a force majeure which affects your ability to perform any of your obligations under this agreement, you shall give the school notice in writing of the force majeure. You shall not be liable for non-performance of such obligations during the continuance of the force majeure but in the event of the force majeure continuing for more than four months, you must discuss with the school a solution by which this agreement may be performed or you will become so liable.

16. COMMUNICATIONS

All notices required to be given under these terms and conditions must be given in writing,

which for the avoidance of doubt includes email unless otherwise stated. You undertake to notify the school of any change of address of any person who has signed the Application and Acceptance Forms. Communications (including notices) will be sent by the school to the address shown in its records, and/or, where appropriate, by e-mail. Notices that you are required to give under these terms and conditions must be addressed to the Principal and sent to the school’s address. If sent by first class post, notice shall be deemed to have been given on the second day after posting. Notices sent by email will be deemed to arrive immediately they are despatched.

17. DATA PROTECTION

King William’s College requires to process personal data in relation to you and your child for the purposes of administration and education. This personal data is processed in accordance with the requirements of current data protection legislation. For further details please see the school’s “**Data Privacy Notice for Parents, Pupils and Alumni.**”

18. INTERPRETATION

Headings in these terms and conditions are for ease of understanding only and do not form part of these terms and conditions.

19. JURISDICTION AND GOVERNING LAW

The Proper Law of this contract between you and the school shall be that of the Isle of Man and the parties shall submit to the jurisdiction of the Manx courts.

20. VARIATIONS

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the school. The school will send you notice of any such modifications prior to the end of the penultimate term before the modifications are to take effect.

** You should be aware that in the event of a late withdrawal it is very unlikely that the school would be able to find a replacement.*

Further regulatory information and school policies are available on our website

www.kwc.im

JOINING INFORMATION

KEY CONTACT DETAILS– KING WILLIAM’S COLLEGE

Castletown, Isle of Man, IM9 1TP

External Relations	+ 44 (0) 1624 820110	admissions@kwc.im
Main Switchboard	+ 44 (0) 1624 820400	
Principal (Mr Henderson)	+ 44 (0) 1624 820428	principal@kwc.im
Bursary	+ 44 (0) 1624 820425	moira.mackie@kwc.im
Medical Centre	+ 44 (0) 1624 820451	medical@kwc.im

SONJA ELLSON

HEAD *of* BOARDING SCHOOL EXPERIENCE &
OVERSEAS PUPILS

Tel: +44(0) 1624 820400

Email: sonja.ellson@kwc.im



Sonja Ellson is the coordinator of the Summer Boarding Experience and teaches English as a Second Language. She has an MA in English, a PGCE and is a CELTA-qualified teacher of English to Speakers of Other Languages. Sonja has been teaching at British boarding schools since 2001 and has been the Head of ESOL, Head of International Students and Head of German at King William’s College since 2011.

SUSIE PARRY

HEAD *of* BOARDING

Tel: +44(0) 7624 483249

Email: susie.parry@kwc.im



Susie has been a member of staff at King William’s College since arriving on the Isle of Man in 2010, where she remains in awe of the Island’s beauty and its friendly community. Susie became Housemistress of School House in 2012, enjoying ten years of helping students on their journey through College. Now as Head of Boarding, she is passionate about ensuring our boarders feel they have a home from home with us, that everyone is cared for, feels valued and is able to excel. Susie lives onsite with her family and pets.

BAYO DEJONWO

DEPUTY HEAD *of* BOARDING – BOYS' BOARDING

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WENDY LANG

HOUSEMOTHER

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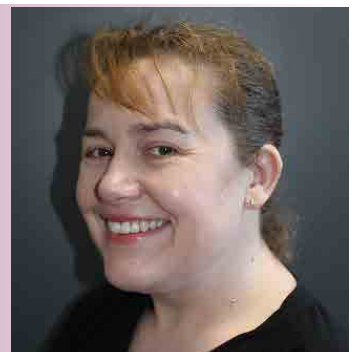


Wendy has been a Housemother at King William's College since February 2010. Wendy values the close family feeling in Colbourne House, and helps to foster a safe and caring environment. Wendy was previously a teacher in Manchester for 30 years, teaching at A Level standard and also teaching outdoor pursuits. Wendy was awarded the BSA Best Housemother Award, which is awarded to the best Housemother out of 35 countries across the world.

FRANCES BLAND

DEPUTY HEAD *of* BOARDING – GIRLS' BOARDING

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WELCOME

BEFORE YOU ARRIVE

- Please ensure that the registration form, medical questionnaire and a copy of your child's passport and parents' passports have been returned to the Admissions Registrar at admissions@kwc.im
- We recommend that you book travel at your earliest convenience as June is a busy tourist season on the Island. Students need to arrive at King William's College on the afternoon of Tuesday 3rd June 2025, ready for the start of the course the following day.
- Please email your child's travel information to admissions@kwc.im, including if they will be travelling solo, the UK airport they are departing from, airline, flight number and flight arrival time. Please also provide the departure airline, flight number, destination and flight departure time for the morning of Wednesday 25th June, when your child will depart. Please ensure that you allow sufficient time when booking travel for transfer time between airport terminals. Please also check if your child is old enough to travel unaccompanied with the airline.

FAQ'S

DO I NEED A GUARDIAN?

Parents who live outside the ECC need to arrange for a guardian resident in the British Isles for their child. The Guardian must have full authority to act for the parents if necessary.

WHAT HAPPENS IF I'M ILL?

The Medical Centre is staffed by registered nurses, seven days a week from 8am to 5pm, and is run on a call-out basis after hours. If in any doubt the duty tutor will call the nurse on duty to the boarding house. If necessary, boarders are taken to the hospital, accompanied by an adult. All boarders must register with the local doctor and will be treated on the National Health Service scheme.

WHAT DO I DO WITH PERSONAL MEDICATION?

Please give it to the Housemother on arrival at College and inform the Housemaster/mistress.

WILL I BOARD IN A LARGE DORMITORY?

No – most rooms are doubles or single, with one or two three bed rooms, but as boarders become older, preferences and study times demand that they have greater privacy. IGCSE and IB students are provided with twin or single study bedrooms.

WHAT ARE THE ROOMS LIKE?

The rooms are warm, comfortable and have fitted carpets. Bedding is provided, but boarders are welcome to bring their own duvet and duvet covers. In fact, many bring stereo equipment, personal computers or laptops, posters and pictures. Pupils are able to create their own personal space.

WHAT ARE THE LAUNDRY ARRANGEMENTS?

Every boarder is required to purchase two laundry bags from the school shop. The College has its own laundry and the turnaround time for laundry is 48 hours. There are also washing facilities in both houses for personal use. We recommend that all items of clothing are named before leaving home, especially socks! The laundress also arranges for dry-cleaning of blazers, suits, etc. The cost of dry-cleaning is added to the bill at the end of the term.

WHERE CAN TOILETRIES BE PURCHASED?

Toiletries and stationery can be purchased locally. Boarders have sufficient time to shop in Castletown.

AM I ALLOWED TO LEAVE THE COLLEGE GROUNDS WHENEVER I WISH?

Boarders may only leave College grounds after school hours with the express permission of the Duty Tutor. During the school day, no-one is permitted to leave the grounds without the express permission of the Head of Year.

WHO IS RESPONSIBLE FOR ME?

During the school day boarders are the responsibility of the teachers and at lunchtime boarding staff are on duty in the boarding house. There will be designated staff who will supervise the activity programme. Outside of school hours there is a tutor on duty in the boarding house. The Houseparents are resident in accommodation adjacent to the houses and are responsible for your welfare outside of College hours and are on call 24 hours. Roll call is taken regularly and the house is locked and alarmed at night.

WHAT ABOUT INSURANCE?

King William's College does not provide insurance for personal items such as stereos, computers, clothing, etc. Parents are encouraged to make their own arrangements to insure personal items. A lockable facility is provided for each boarder and they are constantly warned to guard against leaving personal possessions unattended.

AM I ALLOWED TO KEEP A MOTOR VEHICLE IN THE COLLEGE GROUNDS AND GIVE LIFTS TO FRIENDS?

Application must be made to the Principal to keep a motor vehicle in the College grounds. If the Principal gives approval, the driver may transport friends in his/her vehicle on condition that his/her insurance allows it and his/her parents have given written permission, lodged with the Principal, for named persons to travel in the vehicle.

Similarly, any pupil wishing to travel in that car as a passenger, must have express written permission from his/her own parents, also lodged with the Principal, allowing him/her to travel with a named driver in his/her own vehicle. Only Sixth Formers may keep a vehicle in the College grounds.

WHAT ARE THE ARRANGEMENTS FOR WEEKEND VISITS TO FAMILY OR FRIENDS?

Boarders are allowed to leave the College over the weekend to visit family or friends. If visiting a friend, written permission (by email is acceptable) from both sets of parents must be given by Thursday at 6pm for that weekend.

WHAT IS THE BEST TIME FOR MY PARENTS TO CONTACT ME OR MY HOUSEPARENT?

The best time to contact boarders, or their Houseparent, is after the end of the school day and before supper (4.45pm to 6pm) or after Prep (9 to 9.30pm). Parents are welcome to visit at any time, but should contact Reception or the Houseparent on arrival.

There are also a large number of computers in the College library, which are all child protected and connected to the Internet. Email addresses can be set up by the College if your child does not already have an address.

WHAT HAPPENS TO TICKETS AND PASSPORTS?

Passports and tickets must be handed in to the House staff upon arrival and are kept in the safe. All international student's parents or guardians must confirm all travel arrangements at least two weeks in advance of all travel with Houseparents.

WHAT WILL I DO IN MY FREE TIME?

Summer Boarding Experience activities take place every weekend. In addition, there are also sporting facilities in the College grounds and nearby, such as paddleboarding or you might like to take the House bicycles out for a spin. There will also be lots of fun activities in House, such as Karaoke night, hot chocolate evening, Sillylympics, and all boarders are welcome to suggest things they may like to take part in.

There are churches of various denominations in Castletown and arrangements can be made for boarders to attend.

TO WHAT DEGREE IS SOCIAL MIXING BETWEEN GIRLS AND BOYS ALLOWED?

Boys and girls have separate parts of the Boarding House. Socialising within the House is permitted in the main social areas, during specific times.

ARE THERE FACILITIES FOR MAKING DRINKS, MEALS, ETC.?

Each boarding house has kitchens for boarders to use, which have kettles, toasters, microwaves, fridges and hot plates. Boarders are expected to attend all meals, except at weekends, when they have a choice of cooking for themselves or attending the meals provided. Basic food and drink supplies are refreshed in each House daily.

ARE THERE PUBLISHED ANTI-BULLYING, SMOKING, ALCOHOL AND THEFT POLICIES?

Yes. These form part of the College rules and are prominently displayed around the school and boarding houses.

IS HOMEWORK (PREP) SUPERVISED?

Yes. The Duty Tutor monitors the prep for Fourth and Fifth Form boarders in the Dr Scholl Library and/or in House. Sixth Formers may choose to work either in their study/bedrooms, the library or in the Sixth Form Centre.

WHAT DO I NEED TO BRING?

Please see page 18 for a full list. Casual clothing of your choice may be worn outside of the school day.



HOUSE ROUTINES - WEEKDAYS

7.10am	Rise with the bell
7.30am - 8.00am	Breakfast in the Barrovian Register taken by Prefects (7.30am - 7.45am)
8.00am	Bedrooms tidied, rooms checked daily
8.15am	Leave House
8.20am	Start of College day/House doors locked
1.4pm - 2.10pm	Sixth Form Boarders may return to House Registration / boarders may return to change for sport Registration in College at 2.10pm
4.20pm	Return to boarding After school club / activity
4.30pm	House Prayers. Register taken by Prefects
4.45pm - 5.45pm	Free time/House activity/After school club
5.45pm - 6.15pm	Supper in the Barrovian. Register taken by Prefects (5.45pm - 6.00pm)
6.30pm	Prep begins - Walker Library/Dr Scholl library/ Sixth Form Centre/in House
7.30pm	Prep ends for Year 7 & 8
8.00pm	Prep ends for Year 9
8.30pm	Prep ends for Year 10 & 11 Sixth Form may also finish prep, or may continue to study
9.30pm	Years 7, 8 & 9 curfew & prepare for bed Years 7 to 11 surrender all devices
9.45pm	Year 10 curfew & prepare for bed
10.00pm	Years 7, 8 & 9 lights out Years 11, 12 & 13 curfew & prepare for bed All boarders out of all common areas, into own rooms Kitchens locked. NO use of showers or laundry after this time
10.15pm	Register taken by House staff
10.30pm	Houses locked and alarmed

HOUSE ROUTINES - WEEKENDS

SATURDAY

- 8.00am - 8.30am Breakfast in House, also available in Barrovian.
Study morning students rise
- 8.30am Duty Tutor arrives
- 8.30am - 9.00am Study morning students register
- 11.0 am Registration (or when you arise) with tutor on duty
- 12.30pm Lunch available in Barrovian
- 2.00pm *Optional activity
- 5.30pm Supper available in Barrovian
- 6.00pm Registration with tutor on duty
- 10.15pm Curfew
- 10.30pm Register taken by Duty Tutor - House retires
- 10.45pm Duty Tutor secures House /overnight staff take over

SUNDAY

- 10.30am Duty Tutor arrives
- 11.00am Registration (or when you arise) with tutor on duty
- 11.30am Brunch available in Barrovian
- 5.30pm Supper available in Barrovian
- 6.00pm Registration with tutor on duty
- 8.30pm House Prayers - all weekly boarders must return prior to House Prayers
- 9.30pm Years 7, 8 & 9 curfew & prepare for bed
Years 7 to 11 surrender all devices
- 9.45pm Year 10 curfew & prepare for bed
- 10.00pm Years 7, 8 & 9 lights out
Years 11, 12 & 13 curfew & prepare for bed
All boarders out of all common areas, into own rooms
Kitchens locked. NO use of showers or laundry after this time
- 10.15pm Register taken by House staff
- 10.30pm Houses locked and alarmed.

*Optional activities are planned each week, start times may vary.

Boarders are encouraged to spend time out of House during weekends and may choose to go sight seeing, shopping or to eat out. Boarders may sign off site with permission of the Duty Tutor and must stipulate what time they will return to House

All meals are served through the weekend and boarders are given the option to sign in, or out, to suit their plans. Weekend meal sign up is completed on the preceding Thursday evening.

MEDICAL

Prior to joining the school, parents will have completed the **Medical Questionnaire**.

There are three registered nurses on a rota in the KWC Medical Centre. The hours of the Medical Centre are 8am to 5.30pm Monday to Sunday and a nurse is on call for boarding pupils from 5.30pm until the following morning, when the Medical Centre is then open.

The Medical Centre contact number is +44 (0) 1624 820451.

PUPILS MUST:

- Make the Medical Centre aware of any medications they need to carry with them during the day and have with them in boarding. Older pupils may self medicate, however the Medical Centre needs to be made aware of this and pupils need a self medication assessment signed off.
- Make the Medical Centre aware immediately if they have any allergies. If they have an ‘Epipen’ two should be carried with them at all times and two will be kept in the Medical Centre (and boarding house if applicable).
- Inform the Medical Centre if they are Asthmatic. If an inhaler has been prescribed one should be carried with them at all times and one kept in the Medical Centre (and boarding house if applicable).
- Inform the Medical Centre if they are diabetic or have any other medical issues that the school may need to be aware of.

The Medical Centre provides a confidential service to all pupils. However, in line with common law, the Medical Centre and/or the school’s Medical Officer will discuss with the pupil’s parents or guardian, the Principal or Housemaster/ Housemistress, any confidential information if it is considered to be in the best interests of the pupil or to the school community.

The Medical Centre deals with medical issues for all boarders and day pupils if needed. The nurses will liaise with other professionals on the Island when required and are also available for advice for all pupils, staff and parents. The Medical Centre can’t give leave off for day pupils, this is parental responsibility.

Weekend medical cover is 24 hours on call, with a nurse sometimes onsite during the day including cover for sport fixtures.

The Medical Centre covers some home sport fixtures and are pitch side, unless there is an emergency or a pupil in the Medical Centre. The Medical Centre can give advice as needed. All sport teachers are first aid trained.

All the nurses are qualified registered nurses with the required NMC revalidation requirements. They regularly attend first aid registration and relevant school nurse courses and training, they work within the NHS and other outside settings when they are not in school, which enables them to keep up to date with other nursing skills.

ASTHMA & ALLERGIES

If your child has asthma and uses an inhaler the Medical Centre will need an asthma action plan. These can be obtained from your child’s consultant, GP or downloaded from the **Asthma UK website**.

The Medical Centre also require pupils with allergies to provide an allergy action plan. These can be obtained from your child’s consultant, GP or downloaded from here.

It is the parents’ responsibility to provide the Medical Centre with up to date medications, such as inhalers and epipens.

WHAT TO BRING

Listed below is a guide to what clothing might be needed. Given the nature of the activities, sensible clothing is advised. For attending lessons smart clothing should be worn (dark skirt/trousers and jacket) with plain black shoes. No jeans or trainers should be worn to lessons.

	Recommended Number
Formal dark trousers/ skirt and jacket/blazer	1
White shirt/blouse with collar	2
Plain black leather lace-up shoes	1
Casual trousers	2
T-shirts	4
Jumper/sweat shirt	2
Socks	6
Waterproof Coat	1
Underwear	8
Nightwear	3
All Toiletries	
Dressing gown	1
Slippers	1
Wash bag (complete)	1
Hair brush and comb	1
Sports shorts	2
Tracksuit	1
Games socks	2
Swim wear (not bikini)	1
Swimming Cap	1
Sports trainers	1
Towels	2
Laundry bag	1



You are welcome to bring devices, but please be advised we require all devices to be surrendered overnight at 9.30pm, Sunday – Thursday. These are returned after breakfast each weekday morning.

Every student should bring a mobile phone with a dictionary app installed.

Sheets, pillowcases and duvets will be provided.

If bringing any medications, these must be disclosed to the Housemother and medical staff, preferably in advance. As we have House and medical staff to take care of your child, please do not pack painkillers or other ‘just in case’ medications.

KINDNESS

MODEL KINDNESS

Lead by example and show everyone else what being kind looks like.

ENCOURAGE KINDNESS

Have an expectation that others will be kind - carry out acts of kindness.

NOTICE KINDNESS

Recognise and praise others when you notice them being kind.

STAND UP FOR OTHERS

Give support to others and let them know they are not alone.

BE KIND TO YOURSELF

Do not expect perfection. Challenge yourself while looking after your wellbeing.

WELLBEING

MIND YOUR HEAD!

Connect with the people around you. Be active. Go for a walk or run, cycle, play a game, garden or dance. Take notice. Be observant, look for something beautiful or remark on something unusual. Keep learning. Give what you can: time, patience, and understanding. Be kind.

CHALLENGE

SET YOURSELF GOALS

Everyone has their own goals. What can you do to challenge yourself?

BE REALISTIC

Consider having four realistic goals at a time: academic, mental, social and physical.

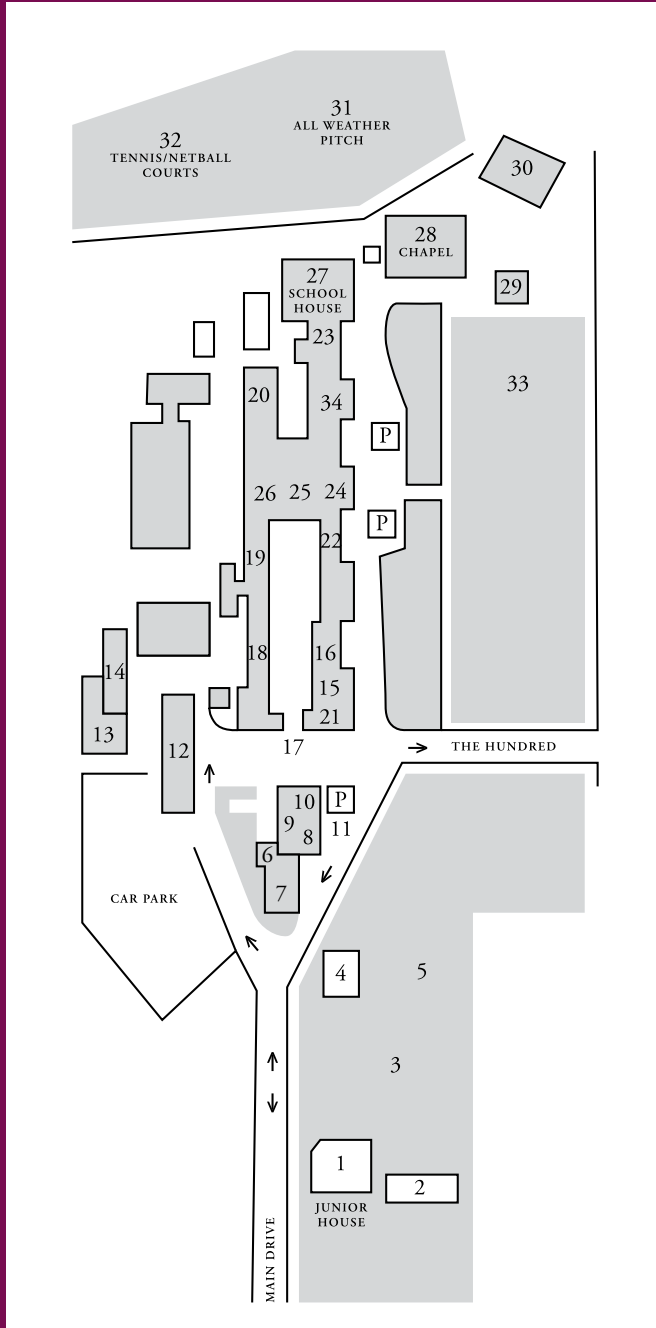
BE RESILIENT

What do you do when you face a challenge? What do you do when things do not go to plan?

BE DETERMINED

If at first you do not succeed, try, try again.





- 1 Junior House
- 2 Grounds Dept
- 3 Big Side
- 4 First Pavilion
- 5 1st Square
- 6 Gym
- 7 Art School
- 8 Swimming Pool
- 9 Fourth Form Centre
- 10 Bursary
- 11 Car Park
- 12 Design & Technology
- 13 Music School
- 14 Jackson House
- 15 Science Wing
- 16 Boys' Boarding
- 17 West Gate
- 18 King's Court Theatre (1st Floor)
Dr Scholl Library (Ground Floor)
- 19 Sixth Form Centre
- 20 Catering
- 21 Bragg Lecture Theatre (1st Floor)
- 22 Principal's Office
- 23 External Relations Office
- 24 Reception
- 25 Fifth Form Centre
- 26 Barrovian Hall (1st Floor)
- 27 Girls' Boarding
- 28 Chapel of St Thomas
- 29 Second Pavilion
- 30 Staff Accommodation
- 31 All Weather Pitch
- 32 Tennis & Netball Courts
- 33 Chapel Side Pitch
- 34 English Department

VIRTUAL TOUR

The tour is available on our [website](#).



THE BUCHAN SCHOOL &
KING WILLIAM'S COLLEGE

