

ACMS Boarding Overview

ACMS Boarding provides accommodation to young people aged between 11 and 18 years who attend Aberdeen City Music School. Each room has a superb en-suite bathroom with shower, toilet and sink. Within the bedroom itself, as well as the usual furnishings, there is under-bed storage, a desk for studying, and a lockable bedside cabinet. The building has 24 hour Wi-Fi and there is also the capacity to connect to the internet through Ethernet connection in each room. Downstairs there are two Common Rooms, both with large TVs, there are game stations, DVD players, a powerful music centre and a computer that is on the education network for ease of access to young people's school email accounts and the likes of Google Classroom.

There is a large communal eating area for breakfast and supper and a modern kitchen that allows young people (with varying degrees of staff supervision) to cook, or to learn life skills. We also use this area for games, activities (bingo, candle-making, quizzes, etc.), or just for a met and natter! We also boast an amazing launderette that has state of the art industrial washing machines and dryers.

Our service is registered with the Care Inspectorate to provide accommodation for up to 43 young people and we are funded by the Scottish Government and managed by Aberdeen City Council.

Our vision is to provide a caring, structured environment within which young people are encouraged and supported to become responsible citizens, to reach their full musical, educational and social potential, which is based on mutual respect for each other and the environment. Built into our practice is creating and maintaining a supportive environment through the principles of SHANARRI (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included).

We will achieve this by:

- Keeping young people safe
- Putting the young people at the centre
- Promoting the wellbeing of individual young people
- Building on strengths and promoting resilience
- Supporting informed choice
- Working in partnership with families and Dyce Academy
- Promoting opportunities to boost their skills, confidence and self-esteem
- Valuing diversity
- Creating opportunities for meaningful participation
- Respecting confidentiality and sharing information
- Creating a relaxed, friendly environment for all
- Building a confident, competent workforce

Each young person is allocated a Keyworker who will oversee their wellbeing while at ACMS Boarding. It should be noted that young people are free to discuss issues/concerns with any member of staff they feel comfortable talking with. Keyworkers will contact parents/carers each term or more often if necessary to discuss any relevant issues and produce termly reports.

Staff Team

Residence Manager	Marc Howes
Depute Residence Managers	Margaret Baird Yvonne Bartlett

House Parent	Dawn Williams Jayne Walker Vacant Post
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Night Care Officers	Orit Adam Liz Milne Mary Sutherland Joseph Guinto
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Secure staff recruitment procedures ensure that all staff are subject to PVG (Protecting Vulnerable Groups) checks and have the relevant experience and training for their roles. The qualifications held by the Management team meet the requirements of the Scottish Social Services Council. All other permanent staff have attained or are working towards qualifications to meet the requirements of the Scottish Social Services Council. All staff are registered with the Scottish Social Services Council.

House Information

Fees

The cost of boarding is £2400 per year (subject to financial situation), payable in 4 instalments of £600. Aberdeen City Council will invoice parents directly at the end of each school term in October, December, April and July.

Duties

As in any household, young people will be asked to assist staff with light duties within the Boarding House. Young people are responsible for making their own beds and keeping their rooms tidy. Willing co-operation on the part of young people in assisting staff in the running of the Boarding House increases an atmosphere of mutual respect and promotes independence.

Study

There is a compulsory study period for S1-S4 from 6.00pm – 7.20pm on weekdays to allow time for homework and practice. During this time staff will be available to offer support and encouragement. S5 and S6 are expected to take responsibility for their own personal study.

Meal Times

Breakfast	7am - 8.15am	(in the residence)
Dinner	5pm	(in school)
Supper	9pm - 9.45pm	(in the residence)

Lunch is provided in school at a cost of approximately £3.00. Alternatively sandwiches, drinks, and the like are available from the Asda supermarket located adjacent to Dyce Academy.

Bedtimes

S1 and S2	9.30pm
S3 and S4	10pm
S5 and S6	11pm

Clothing

Young people will require an ACMS black blouse/shirt, black trousers/skirt, black shoes and dark socks/tights for performance purposes. Those who attend Aberdeen City Schools Orchestra require a white blouse/shirt black trousers/skirt and an orchestra tie (available from Northfield Academy) for performances.

School Dress Code

Dyce Academy pupils are expected to comply with the School Dress Code which is outlined below. Failure to comply with this code will result in a letter from the Head Teacher being sent to parents.

S1-3 black dress trousers/skirt (no jeans/tracksuit bottoms/joggers), plain black jumper/cardigan/sweatshirt with the school logo, plain black/white shirt/blouse/t-shirt (no patterns/stripes etc). Black/white photo shirt with the school logo Dark smart shoes/trainers.

S4-6 black dress trousers/black skirt, black blazer, white shirt, school tie.

Laundry Facilities

Washing machines and tumble dryers are available for use in the Boarding House. Young people are expected to manage their own personal laundry though guidance and support will be offered. As with many laundrettes clothes can become mixed with others, so we strongly advise that all clothing should be clearly labelled, preferably in permanent fabric ink or marker pen.

Pocket Money

The amount of weekly pocket money is left to the discretion of parents/carers. This can be given to residence staff for safekeeping or given directly to the young person.

As a minimum, we ask you maintain a float of £20.00 per child in their ACMS Resident account to cover any incidental costs, group activities or minor emergencies that arise. Any outstanding money will be returned with a balance sheet at the end of the school year. Cheques should be made payable to ACMS Residents Account.

Return Times

Unless returning from home, young people are required to return to the Boarding House by the following times;

Sunday to Thursday

S1 and S2	9.00pm
S3 and S4	9.30pm
S5 and S6	10.30pm

Friday and Saturday

S1 and S2	9.30pm
S3 and S4	10.30pm
S5 and S6	11.00pm

In the case of special events, a later return may be negotiated with duty staff and with parental consent where necessary. Overnight visits to friends may be arranged at weekends with parental permission. Overnight stays with friends are not permitted during the week or on closed weekends due to the work schedule.

Personal Possessions

A television, DVD player and Wii are available for use in the common room. In line with legislation and ACMS Boarding Policy, all computer games and DVDs should be age appropriate. All electrical items such as hairdryers, laptops, phone chargers etc. should meet acceptable safety standards and will be PAT tested by our in-house equipment tester. Parents/carers should ensure that personal belongings, including musical instruments are covered by their home contents insurance policy or by a separate student policy. We recommend that personal possessions are marked in some manner to with the owner's name.

Medical

Parents/carers may register their child with Dyce Surgery. It is important for staff to be informed of any aspect of a child's health which will require special care. Parents/carers will be informed of any concerns in relation to their child's health and welfare. All information will be treated in the strictest confidence. We would advise that your child remain registered at their own dentist at home.

Family and Friends

Parents/carers and relatives are always welcome to visit. For security and fire safety reasons we request that all visitors make their arrival and departure known to a member of staff and sign in and out of the building. Visits from friends should be pre-arranged with staff and young people are responsible for the behaviour of friends whilst they are visiting. Friends are permitted in communal ground floor areas only.

Transport Arrangements

Money for personal travel is not provided by ACMS or ACMS Boarding. Parents/carers should ensure that their child has access to money for taxi or bus fares to and from the station/airport and for personal travel through the week.

Young people occasionally request to be allowed to travel in cars belonging to older pupils-see parental consent form.

Day to Day Arrangements

Young people are expected to get themselves up

7.00-8.15am	Breakfast
7.30am	Staff check all young people are awake
8.20am	All young people to leave for school
5.00pm	Tea in school canteen
5.30pm	Evening registration in Boarding
6.00-7.20pm	Study/practice
9.00–9.45pm	Supper
9.30pm	S1/S2 bedtime
10pm	S3/S4 bedtime
11pm	S5/S6 bedtime