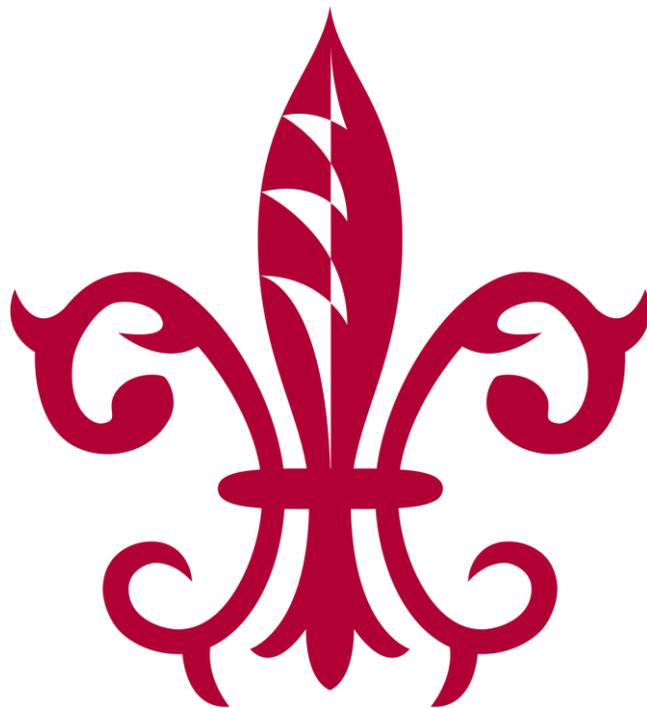


ST HUGH'S SCHOOL



**BOARDING HANDBOOK
FOR PARENTS**

**Reviewed by: A. Pearson
Next review: August 2019**

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Dear Parents

This handbook is intended as a guide for you to receive an insight into how boarding at St. Hugh's operates. It outlines our aims and ethos within the boarding house including policies that we adhere to. It describes the procedures in order to apply for your son or daughter to board, the daily routine of a Boarder and what they can expect during their stay at St. Hugh's.

We hope that it will help answer some of your questions; however, it is appreciated that you may have many more. Please feel free to contact us at the school if we can be of any more help and we hope that we can provide a positive and enriching experience for your son or daughter while they are entrusted in our care.

Adam and Trina Pearson

Houseparents

BOARDING INFORMATION

Houseparents	Mr Adam Pearson Mrs Trina Pearson
Deputy Houseparents	Mr Jack Avery Mrs Jessica Avery
Assistant Matrons	Mrs Denise Pargeter Miss Ellie Smith
Resident House Tutor	Miss Hannah Joseph-Green
Assistant House staff	Mr Nick Armitage (Deputy Head Mr Giles Blanchard Miss Julia Greenwell Mrs Kate Boswell Mr Jim Towers Miss Anna Horton Miss Grace Finney Miss Sally Ewins
Headmaster	Mr Andrew Nott
Headmaster's Personal Assistant	Mrs Kaye Everatt
School Address	Carswell Manor Faringdon Oxfordshire SN7 8PT
Telephone	Office (daytime) & Houseparents (evening) Day Room Fax
	01367 870700 01367 870712 01367 870715 01367 870376
Houseparents' email	boarding@st-hughs.co.uk
School email	office@st-hughs.co.uk

AIMS AND ETHOS OF THE SCHOOL COMMUNITY

The aims and ethos of the school community are set out clearly in the current edition of the school prospectus. The prospectus is issued to staff, prospective parents, current parents and through them pupils. It has been endorsed by the governors and is the definitive documents to which all that wish to know more about the school are directed.

St Hugh's as a school has evolved and adapted over the many years since it first moved to Carswell Manor in 1945. No longer is it a single sex boarding school for boys, today it is a flourishing co-educational school for some 340 pupils. Whilst there is still a central core of boarding pupils the majority are day pupils.

In keeping with national trends and general decline in the number of pupils choosing to board, there has also been a change in parental expectations towards boarding.

Whilst the emphasis has shifted from full boarding towards weekly boarding, many pupils and parents are opting for flexi-boarding as an introduction to boarding school life.

This approach allows pupils to select any number of nights to board on a regular or one-off basis. For those who encounter unexpected work commitments or other difficulties, it is reassuring to know that their children can be looked after in familiar surroundings even at short notice where space is available.

AIMS AND ETHOS OF THE BOARDING COMMUNITY

In boarding, we aim to provide each child with an environment in which they can flourish, develop and fulfil their potential whilst staying away from home.

The health, safety and well-being of all our children are of paramount importance to all the adults who work in the school. All children have the right to protection, regardless of age, gender, race, culture or disability, ensuring a secure and stable environment exists. They have a right to be safe in school and the school follows a specific child protection policy.

We are committed to creating and maintaining an environment that discourages bullying and deal constructively with any instances that may occur following the whole school anti-bullying policy.

We aim to promote an open and trusting ethos ensuring each child's right to privacy, dignity, independence and individuality. Each child must be treated fairly, and we aim to encourage children to learn to exercise a degree of freedom in a responsible way, which develops behaviour traits of respect, courtesy, honesty, care, co-operation and building positive relationships between each other. We follow the whole school behaviour for learning policy, which is designed to support the way in which all members of the school live and work together.

We cannot and should not replace the child's parents and we hope that parents feel part of the boarding process. We are committed to ensuring that the children have the opportunity to achieve the highest standards and enjoy their boarding time and that neither the children nor parents have complaints. However, the school has procedures in place in case there are any complaints following a specific complaints policy.

Parents can also lodge complaints with Independent Schools Inspectorate, Ground Floor, CAP House, 9-12 Long Lane, London EC1A 9HA.
Telephone 020 7600 0100.

Children's letters and phone calls, both incoming and outgoing, are completely without censor, and the personal cupboard space is totally private and must not be entered unless the child is present, and with the agreement of the child and the Houseparents.

Children, like adults, need to express their fears and emotions. The resident staff and the team of matrons are the listening ears and/or the shoulders to cry on. We expect and maintain high standards of politeness and awareness of others to maintain a happy and enjoyable environment for all to thrive.

APPLICATIONS TO BOARD

WEEKLY BOARDING

Parents wishing to reserve a weekly boarding place should reply to the boarders' request letter that is sent during the second half of term. However, in some circumstances, a child may need to weekly board during the term. In this instance, the parents should apply in writing to the Houseparents. Upon approval by the Headmaster and if the space is available, parents are then informed of the weekly space for their child.

Parents are then contacted by the Houseparents who will provide all the necessary information about their son / daughter becoming a weekly boarder. In addition to this, the Houseparents will arrange a meeting with the son / daughter to talk through becoming a Weekly Boarder. For many pupils who have already experienced boarding on a flexi basis this meeting is just to smooth over the transition from flexi to weekly, talking through the changes. For those who become a Weekly Boarder having not boarded much or at all before, this meeting is an important time to go through procedures and to try and answer questions and put aside any worries that the pupils may have.

In addition to this, the Houseparents will constantly review and guide the boarders throughout their time as weekly boarders, monitoring progress with regular meetings and ensuring a happy time is had. Communication with the parents of boarders is maintained through email, telephone and arranged meetings if necessary.

Each weekly boarder also receives an end of term report which is sent home to parents in the end of term envelopes. This outlines their contributions to the Boarding house and areas where they can

FLEXI BOARDING

Parents wishing to book regular or one-off nights must complete the Boarding Request Letter sent out mid-way through each term. If places are needed throughout the term, parents should email the Houseparents at boarding@st-hughs.co.uk.

In practice, parents often request boarding places by a variety of other methods which are all acceptable, these methods include letter, speaking directly to the Houseparents or telephoning the school with their request which is then passed on.

It is not acceptable that parents ask their children to make verbal requests as so often these requests are not accurate. In these cases, the Houseparents would ask the children to get their parents to call in, write the request down or phone the parents themselves.

Priority is always given to Weekly Boarders and to those staying regularly on multiple nights each week. It may be that space is therefore limited for those wishing to stay on only one night each week or on an occasional basis.

Information regarding what pupils will need to bring with them when boarding is sent out to parents or relayed by conversation with the Houseparents. This information can also be found on the school website. When a pupil boards for the first time, the Houseparents like to meet the pupil beforehand to talk through any questions or worries that the pupil may have.

OUTLINE OF BOARDING ROUTINE

7.10 a.m.	Matrons and Houseparents wake boarders
7.40 a.m.	Breakfast in dining room – daily notices given out
8.20 a.m.	Registration in form rooms

The routine of pupils in the Middle and Upper School varies, but the standard school day ends at 4.40 p.m. for all pupils.

4.40 - 5.30 p.m.	Supervised clubs and free time
5.30 - 6.30 p.m.	Register taken, supervised dinner
6.30 - 7.30 p.m.	Supervised prep (times vary)
7.30 - 8.30 p.m.	Activities and free time
7.45 - 8.15 p.m.	Evening snack
8.00 - 9.15 p.m.	Lights out (times vary depending on age)

Pupils under supervision are free to play outside after prep when the evenings are light. During the winter period, pupils should not remain outside when it is dark unless they are taking part in an organised and supervised activity.

All pupils should be in the main school building by 8.30 p.m. in the winter/spring.

BREAKFAST

The Houseparents wake the boarders at 7.10 a.m. and the matrons or resident staff on morning duty supervise pupils getting ready before breakfast, including ensuring they have brushed their teeth and left their dorms tidy.

Pupils assemble downstairs in the dining room when they are ready. At 7.40 a.m. The Houseparents will give out any messages and a mentor will be selected to say grace.

A variety of cereals followed by a cooked breakfast is available daily, however, occasionally a continental breakfast is served as an alternative.

Tables will go up for breakfast on rotation and at the end of breakfast, pupils will clear their tables before leaving. Having left the dining room, all pupils must go directly to their form rooms ready for registration at 8.20 a.m.

END OF SCHOOL

The school's club programme operates between 4.40 and 5.30 p.m. every day of the week, except Wednesdays when pupils are involved in sports fixtures. All weekly boarding pupils are encouraged to take part in at least two activities that the Houseparents help them to select. Boarding pupils may choose to do more and are encouraged to follow a variety of pursuits.

A list of the activities that boarding pupils choose to take part in can be found online, which helps in the case of trying to locate pupils at short notice.

If a Boarder is not attending a club during this time they must check in to the boarding house at 4.40 p.m. and change into home clothes. The remaining time until 5.30 p.m. is effectively their free time. This can be used in the common room, music rooms, ICT (when supervised), sports hall (when supervised) or another arranged activity having received permission by the Houseparents. Boarders are able to spend this time in their dormitories; however, this privilege may be restricted if it is abused. When the evenings are lighter, the Boarders can play on the sports fields.

SUPPER

All boarding pupils assemble in the dining room at 5.30 p.m. The register for pupils boarding that night is taken by the Houseparents and any notices for that evening given out.

The House staff encourage good table manners and keep an eye on individual's appetites and healthy eating.

Once everyone on their table has finished eating, the pupils are able to go up for seconds, and then clear and have pudding. All pupils are expected to help with the clearing of their tables at the end of supper. After supper has finished and tables have been cleared, pupils will leave to attend prep.

SNACKS

At 7.45 p.m. - 8.15 p.m. from Monday to Thursday, boarding pupils may have snacks in the dining room or outside the Houseparents flat. This is supervised by the Houseparents and / or the staff on duty.

TUCK

Tuck is provided and can be had after prep. We will ensure there is a selection of crisps, chocolate, sweets etc. and welcome any suggestions you may have for buying in your child's favourite tuck.

Tuck is NOT allowed in the dorms or the sports hall.

PREP

All boarding pupils attend prep, which occurs after supper. In addition to boarders, there may be day pupils who are staying for prep. Prep times vary for different ages and below shows the current timetable for all age groups.

	Year 8	Year 6 & 7	Year 3,4&5
Monday	6.30pm-7.30pm	6.30pm-7.30pm	6.30pm-7.00pm
Tuesday	6.30pm-7.30pm	6.30pm-7.30pm	6.30pm-7.00pm
Wednesday	Reading rest	Reading rest	Reading rest
Thursday	6.30pm-7.30pm	6.30pm-7.30pm	6.30pm-7.00pm
Friday	6.15pm-7.15pm	6.15pm-7.15pm	6.15pm-6.45pm

On a Wednesday, the 6.30pm-7.00pm slot is used for either reading rest, musical instrument practice or if necessary catch up of work that has been missed.

EVENING ACTIVITIES / FREE TIME

Following prep there is recreation time during which there are a variety of options available to boarders such as;

Sports Hall activities – supervised by House staff and / or Duty staff

Table tennis and Air Hockey table

ICT and Art – supervised by Duty staff or Gap student

Music practice

Board games

Common room / Houseparents flat

Fields and woods – supervised by Duty staff (when light enough)

Swimming – supervised by two House staff / Duty Staff (one must be lifesaver qualified)

Occasionally if Boarders want to watch a specific TV programme then it can be put on in the common room or Houseparent's flat. If there are any special requests for other activities, then they can normally be arranged.

BEDTIMES

The system of bedtimes differs depending on age. The simple principle being that the older the pupil, the later the bedtime. Consideration must be given, however, to dormitories where there might be more than one age group. In this situation, a single bedtime may be applied to minimise disturbance caused by other pupils entering the dorm as one group is settling down.

Years 3:	Upstairs at 7.45 p.m. lights out at 8.30 p.m.
Year 4:	Upstairs at 7.45 p.m. lights out at 8.30 p.m.
Years 5:	Upstairs at 8.00 p.m. lights out at 8.45 p.m.
Years 6:	Upstairs at 8.15 p.m. lights out at 9.00 p.m.
Year 7:	Upstairs at 8.30 p.m. lights out at 9.15 p.m.
Year 8:	Upstairs at 8.45 p.m. lights out at 9.30 p.m.

Timings include 15 minutes silent reading with reading lights before going to sleep.

LIGHTS OUT

Lights are turned out by either the Houseparents or the staff on duty.

After lights out, pupils should remain silent and try to sleep making sure they are mindful and respect each other.

OVERNIGHT PROBLEMS

If a child feels unwell during the night, then they may ring the Resident Tutor's bell or phone who will attend to them. They can also use this phone to contact Mr or Mrs Pearson.

WEDNESDAY NIGHT BOARDING

There is a different routine for Wednesday nights. Pupils have supper from 5.30 – 6.30pm and then boarding pupils have music practice in the music suite or reading rest until 7.00pm.

Reading rest is supervised by the members of staff on duty and music practice is supervised by the Houseparents or Gap Student.

During the term, various events take place on Wednesday evenings including concerts, outings and special events. This might be ten pin bowling, swimming, laser quest, a visit to the cinema or other external and internal activities. This is organised by the Houseparents.

FRIDAY NIGHT BOARDING

The Friday night routine is also slightly different in that prep finishes earlier for all pupils and films are shown in the Houseparents' flat and in the barn or common room at 7.30 p.m.

The Year 8 pupils are allowed to watch a 12-certificate film whereas all other pupils are required to watch a PG or U certificate. For this reason, we have two films and although a Year 8 pupil may choose to watch the younger film, it is not allowed for the younger pupils to watch the 12-certificate film. Sometimes if everyone wants to watch it, only one film is chosen which is suitable for all pupils.

Pupils wishing to watch the films must change into pyjamas, dressing gowns and slippers before entering the film.

It is also possible for pupils to opt not to watch the films and whenever possible there will also be a sports hall option for those who choose it. The Duty Staff will supervise this.

On occasions, external activities will also be organised on a Friday evening.

SATURDAY BOARDING

Whereas during the week wake up is at 7.10am, on Saturday children will be woken at 8am.

Children will then choose when to take breakfast (which they can have in pyjamas and dressing gown if they wish) between 8.15am and 9.00am. There will then be a choice of various in-house activities including; reading newspapers, work catch up, music practice and a more relaxed option in the House Parents' flat.

At 10am parents may collect their children from the boarding house.

MEDICATION

Should a pupil require medication this should be dispensed by the Matron on duty. All medication is recorded on iSAMS.

BOARDERS' COMMON ROOMS

There is one common room for the exclusive use of boarding pupils. This is located next to the Houseparents' flat. There is also a cosy communal area for Boarders on the landing outside the Houseparents' flat.

The common room areas may only be used after 4.40 p.m. and is open to all ages. It is important that it is treated with respect and the privilege of using it may be restricted if it is abused.

In addition to the common room, pupils also have access to the sports hall, art room, music practice rooms and computer room with permission from the member of staff on duty, although internet access must be supervised.

As aforementioned, boarders may also enjoy quiet time in their dormitories.

BOARDING DUTIES

All Boarders are responsible for ensuring communal areas and dorms are kept tidy. Each child will also have the opportunity to be a dorm captain at some point during their time in the boarding house.

ORGANISATION OF DORMITORIES

All the boarding accommodation is contained within the main school building. The building also contains the Houseparents' flat and the Resident Tutor's flat.

The boys and girls have dormitories on separate floors - the girls on the first floor and the boys on the second floor.

Dormitories are arranged by age as far as is possible and practical.

Each dormitory has a selected dormitory captain. The role of the dorm captain is to liaise with the staff if there are any problems or difficulties within the dormitory. The dormitory captains are selected by the Houseparents on a half-termly basis. This ensures that many pupils have the chance to experience responsibility.

Those pupils who are weekly boarding are allocated a bed at the beginning of the school year and generally keep the same bed for the term. They can negotiate a mutual swap if they wish but must gain permission from the Houseparents before moving. Pupils are free to decorate their dormitories with posters and other personal belongings that help them feel more at home. Each boarder is encouraged to bring a photo from home which can be placed in one of the frames in the dorms. All decoration must be taken down at the end of the school year to allow for redecoration.

ACCESS TO THE DORMS BY ADULTS

Access to the dormitories is strictly prohibited to all adults apart from the boarding staff and matrons. The only exception to this is when Weekly Boarders are being returned on the night before term begins and boarding open house events.

BEDDING

All Weekly Boarders are encouraged to bring their own duvet covers and pillow cases. This again helps to develop the feeling of home and personal space. Flexi Boarders are also able to bring their own bedding. Those pupils who do not bring their own duvet cover and pillow case have them provided by the school.

BOARDING REGISTER

At the start of the term, the Houseparents produce a OneNote document with the boarding lists for the term ahead. These daily records are split into boys and girls boarding lists and have the date, dormitory name and number of allocated spaces for that dormitory.

All requests to board or not to board on any given day must be, and can only be, authorised by the Houseparents or when on duty the Deputy Houseparents.

As with all administrative systems, people can upset the process by leaving verbal messages that they are taking pupils out of school early, etc. **It is vital that if a boarding pupil is not boarding or is off site, that the Houseparents authorise this so that records can be amended**, and that the Boarder signs out following the correct signing out procedures below. Should a child be leaving school with someone other than their own parents or designated carer, permission must be obtained from the Houseparents beforehand, who will seek confirmation from parents.

The boarders' register is taken each evening before supper by the Houseparents or the Deputy Houseparents. Pupils assemble in the dining room where the register is taken.

BOARDERS SIGNING OUT PROCEDURE

If a Weekly Boarder is leaving the school premises for any reason (other than a school trip or match) they must sign out with the Houseparents or Matron.

This system also applies to any Flexi Boarder who was due to be boarding that day.

It is essential that all Boarders cooperate with these systems so that the Houseparents know exactly which boarders are on the premises and which are off site.

TUTOR SYSTEM

All Boarders can approach any member of staff at any time to share the good things in their lives, as well as seeking advice, counselling or support during times of difficulty.

In addition to the Houseparents, Deputy Houseparents and Matrons, all weekly boarding pupils have a member of staff who acts as their personal tutor. Pupils can list the names of three preferred staff and the Deputy Headmaster allocates one of these staff as the tutor at the start of the academic year.

Regular meetings with the Houseparents and personal tutors help to develop the pupils from all perspectives, socially, academically and personally. Problems can be shared, targets can be set, and review and guidance constructed.

REWARDS AND SANCTIONS

The school has a system of **credits** in use during the school day.

In the boarding house, there are rewards in the form of '**boarding credits**'. The credits may be awarded by any member of the boarding team.

A credit may be awarded to an individual who has shown any form of positive behaviour in line with the school's core values of kindness, respect, independence, curiosity, collaboration and courage. Credits may also be awarded to a dorm for similar exemplary behaviour.

As well as credits, any poor behaviour is monitored closely by all members of the boarding team. Any recurring pupils will be brought up in the weekly boarding staff meeting and the Houseparents will take appropriate action, if necessary.

Core value awards can also be given by any member of the boarding team, these count as two credits.

MENTORS

Within the Boarding House, children are expected to maintain high standards of dress, appearance, academic endeavour and behaviour as well as developing independence, individuality and an ability to live with others. Any boarder who consistently shows excellence in these areas as well as supporting all members of the house (staff and pupils) and regularly participating in boarding activities can expect to be appointed as a Boarding Mentor. Boarding Mentors will have specific duties and can be applied for through the school leadership process. Although the responsibility of a Boarding Mentor is not unique to weekly boarders, those who board more often are more likely to achieve the standards required to warrant the position. Boarding Mentor is a Year 8 responsibility.

FIRE DRILLS

In the event of fire, it is the first duty of all staff to prevent injury or loss of life.

It is a requirement that a fire drill is carried out at least once every term. Pupils are briefed on the course of action that they should take in case of an evacuation and have a practice walk through at the start of the year. The walk through is followed up with an unannounced drill during the week. The drill times are varied, sometimes being after lights out or before the rising in the morning. The evacuation meeting point during boarding times is the far side of the gravel car park outside the Manor house.

With the changing population who board during the week, fire drills are arranged on different days each term to ensure that as many pupils as possible experience the drill.

HOUSE STAFF MEETINGS

Houseparents, Deputy Houseparents, the Deputy Headmaster, Head Nurse and Senior Tutors have a weekly meeting. The week ahead is discussed, and any concerns or problems aired. Minutes of these meetings are copied to the Headmaster and other House staff.

COMPLAINTS

For any complaints, please follow the school complaints policy which can be found on the school website.