



Annual Information
2018/19

Admissions

The normal procedure is for parents first to request a prospectus and other information about the school. They are invited to arrange a personal visit after this. When parents visit, they are given registration forms to complete if they wish to apply for a place. The children's names are then added to the appropriate entry list/lists, depending on the preferred age of entry. If their names are very near the top of the list, parents will be reassured that space will be available. Once the list nears the normal target number, parents are told that there is no guarantee of space. At this stage, there is no definite commitment made or expected.

In the Autumn term of the year preceding the proposed entry of the child, a conditional offer of a place will be made if a place is available. Offers are made in order of registration date, with the possible exception of our giving preference to siblings. Where a conditional offer of a place is made for entry into Reception – Year 8, parents will be invited to bring their child to a taster day in the Spring term before they start in the September. This is to ensure that the School is satisfied that they are able to adequately cater for and meet the child's needs (subject always to the School complying with the Equality Act 2010). It is at this stage that parents will be requested to provide the School with a report from the child's current school (if any).

Following the child's attendance at the taster day, we will confirm that the condition for admission has been satisfied and will provide parents with written confirmation of the place.

All children who have a confirmed place for the following Autumn will be invited to visit in the Summer term prior to entry to the School the following September, in order to meet their peers, teachers and to familiarise themselves with the School.

Once this process is complete, parents of children whose position on the list has not allowed us to offer them a place will be informed and they will be asked if they wish to keep their names on the lists for possible later entry.

Further details can be found on the website.

Fees

Termly fees with effect from Autumn Term 2018/19

Reception (4+)	£3,885
Pre-Prep (Years 1 & 2)	£4,240
Middle School (Years 3 & 4)	£6,160
Upper School (Years 5, 6, 7 & 8)	£6,695

Weekly Boarding

Upper & Middle School Boarding (<i>per term</i>)	£1,310
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Flexi-Boarding

Single Nights	£40
Single Nights – sibling	£20

The Cottage Nursery

One morning session per week (<i>per term</i>)	£400
One afternoon session per week (<i>per term</i>)	£305
Full day (<i>per term</i>)	£705
Single morning session	£42
Single afternoon session	£34

All Inclusive Fees

The school fees at St Hugh's are **inclusive**, with very few compulsory extras.

Many schools expect parents to pay for the full cost of **residential educational trips**
– at St Hugh's these are all included in the fees

Most schools charge for trips to **museums, concerts, plays**
– at St Hugh's these are included in the fee

Most schools charge for **after school supervision**
– at St Hugh's this is included in the fee

Most schools charge extra for **tea**
– at St Hugh's this is included in the fee

Many schools charge for **lunch**
– at St Hugh's this is included in the fee

Many schools charge for **extra-curricular activities**
– at St Hugh's these are included in the fee

Most schools charge for **leadership training**
– at St Hugh's these are included in the fee

Special Educational Needs: Almost all schools charge for 1:1 lessons
– at St Hugh's these (up to two per week) are included in the fee.

Bursaries

The Governors recognise that independent school fees are now at levels that, despite the best endeavours of their parents, exclude many children from St Hugh's. Accordingly, the Governors set aside a fixed sum each year to provide bursaries for children whose parents could not otherwise afford to send them to St Hugh's. Means testing is used to determine whether a bursary is to be awarded and to what value, with the maximum award being 100% of the fees. In exceptional circumstances, any extra charges will also be paid.

Parents applying for bursaries will be asked to complete a means test form and provide the validating documentation requested. All documents will be treated as confidential. Successful applicants will also be required to furnish information annually regarding their current financial circumstances, so that the level awarded can be reviewed and adjusted where necessary. Please contact the Bursar for further details.

We also offer bursaries to children whose parents work in the armed services. For further details please contact the Registrar.

Senior Schools

At the age of 13 our pupils go on to a wide variety of senior schools, both boarding and day, co-educational and single sex. Academically, we are non-selective but very successful, with an excellent record in both CE and Scholarship. In the last five years 85 awards have been won by our pupils. Academic awards have been matched by others for art, DT, drama, music, sport and all-round strengths and leadership qualities. We prepare our children for the wide range of pre-tests they will have to sit in Years 6, 7 and 8 and also the ISEB pre-test. Our record and success in these tests is exceptional.

The schools which pupils move on to include:

Co-educational schools

Bloxham School
Bradfield College
Bryanston School
Cheltenham College
Clifton College
Cokethorpe School
Dean Close
Malvern College
Marlborough College
OLA Abingdon
Pangbourne College
Rugby School
St Edward's School, Oxford
Stowe School
Wellington College

Boys' schools

Abingdon School
Eton College
Harrow School
Magdalen College School
Radley College
Winchester College

Girls' schools

Cheltenham Ladies' College
Downe House
Headington School
Oxford High School
Rye St Antony School
The School of St Helen & St Katharine
St Mary's, Ascot
St Mary's, Calne
Tudor Hall School
Wychwood School

School Hours

The Cottage Nursery

8.00am – 8.25am	'Larks'
8.30am – 12.15pm	Morning Session <i>(including lunch)</i>
12.30pm – 3.30pm	Afternoon Session <i>(without lunch)</i>

Pre-Prep (Rec, Yr 1, Yr 2)

8.00am – 8.25am	'Larks'
8.25am	Arrival
8.40am	Registration and Assembly
3.30pm	School Ends
3.30pm – 4.15pm	'Robins' <i>(optional)</i>
3.30pm – 4.15pm	'After School Club' for Yr 2 <i>(optional)</i>
4.15pm – 4.40pm	'Owls' <i>(bookable)</i>

Middle School (Yr 3, Yr 4)

8.00am – 8.25am	'Larks'
8.15am	Arrival
8.30am	Registration
4.40pm	School Ends
4.45pm	After School Clubs <i>(optional)</i>
5.30pm	Tea <i>(optional)</i>
6.15pm	Final Pick Up

Upper School (Yr 5, Yr 6, Yr 7, Yr 8)

8.15am	Arrival <i>(Children may, if necessary, be dropped off from 8.00am)</i>
8.30am	Registration
4.40pm	School Ends
4.45pm	After School Clubs <i>(optional)</i>
5.30pm	Tea <i>(optional)</i>
6.30pm	Supervised Prep <i>(optional)</i>

Governors

Chairman

Mr Paul G Daffern

Mr Peter Boggis

Mr Peter Chambers

Mrs Anna Coull

Mr Chris Davies

Mrs Judy Forrest

Mrs Virginia Gill

Mr James Guillum Scott

Mr Ted Sandbach

Mr Graham Varney

Mr Alex Wildman

Correspondence for the Chairman of Governors should be addressed c/o The Clerk to the Governors at the school address.

School Policies

The following school policies and documents are available to you on the school website or can be obtained from the school office.

Accessibility Policy

Admissions Policy

Anti-bullying Policy

Assessment Policy

Behaviour for Learning Policy

Complaints Procedure

Curriculum Policy

Data Protection Policy

EAL Policy

E-Safety Policy

Exclusion Policy

EYFS Policy

Equal Opportunities Policy

First Aid Policy

Health & Safety Policy

Privacy Notice

Recruitment policy

Safeguarding Policy

Safety & Supervision on Visits Policy

Special Educational Needs Policy

Storage & Retention of Data Policy

Taking, Storing & Using Images of Children Policy

Staff

Headmaster

Mr Andrew J P Nott, *BA (Wales), PGCE*

Senior Leadership Team

Bursar: Mr A Hamilton, *BEng (Bath), MCMI*

Deputy Head: Mr N Armitage, *BA (UEA), PGCE*

Assistant Head (Academic): Mr B Leullier, *BA (Lille), MSc (Lille/Stafford), PGCE*

Assistant Head (Pastoral), Senior Tutor (Boys): Mr R Clarke, *BA (Canterbury), QTS*

Assistant Head (Professional Development), Senior Tutor (Girls): Mrs L Davies, *BEd (Sheffield), PGC SEN, PGC SpLD*

Head of Middle School: Miss J Greenwell, *BSc (Miami), PGCE*

Head of Pre-Prep: Mrs J Blythe, *BA (PTE) (Oxford Brookes), QTS*

Houseparents

Mr A Pearson, *BSc (Oxford Brookes), House Parent, PE, Games, Head of PSHE*

Mrs T Pearson, *BA (NUI Galway), House Parent*

Teaching Staff

Mr J Avery, *BSc (Oxford Brookes), PGCE, Head of PE, Deputy House Parent*

Mrs J Avery, *BSc (Oxford Brookes), PGCE, Pre-Prep, Deputy House Parent*

Mr G Blanchard, *BA (UWE Bristol), PGCE, Director of Sport, Head of Boys' Games, Geography*

Mrs K Boswell, *BA (PTE) (Oxford Brookes), QTS, Head of COGS, English, Maths, Educational Visits Coordinator*

Miss L Botsford, *BEd (Bedfordshire), Pre-Prep, Deputy Head of Pre-Prep*

Miss P Bradfield, *BA (Aberystwyth), PGCE, Head of Drama*

Mrs L Brodley, *PGCE, Pre-Prep*

Mr S Brown, *BSc (Cheltenham & Gloucester), Boys' Games*

Mrs E Chamier-Williams, *BA (Durham), PGCE, Pre-Prep*

Mrs K Clarke, *BSc (Leeds), Head of DT*

Mr R Cleaver, *BA (Newcastle), MA (Worcester), PGCE, Head of Maths, Head of Examinations*

Miss S Coles, *BA (Exeter), Pre-Prep*

Miss J Collignon, *MA Bioscience Techniques (Orleans), Science Technician*

Miss F Crook, *BSc (Durham), PGCE, Middle School, Head of E-Learning Group*

Mrs S Dale, *BSc (Harper Adams), DT Technician, Assistant Librarian*

Mrs S Dams, *BA (Sheffield), PGCE, Middle School, Learning Support*

Mrs E Dickins, *BCom (Birmingham), Librarian*

Mrs J DuPlessis, *PDA, Teaching Assistant Pre-Prep*

Miss S Ewins, *ARCM, Dip RCM perf, PGCE, Head of Performing Arts, Director of Music*

Mrs A Eykyn, *BA (Newcastle City), PGDME, Forest School Leader, Teaching Assistant*

Miss T Ferguson, *BA (St Mary's), Middle School*

Miss G Finney, *BSc (Lancaster), PGCE, Pre-Prep*

Mrs J Fisher, *BA (Newcastle), PGCE, Pre-Prep*

Mrs H Flower, *BSc (Open University), Teaching Assistant Pre-Prep*

Mrs J Galbraith, *BA (London), Middle School*

Mrs K Godfrey, *BA (Hons) (Manchester), Pre-Prep, Learning Support*

Mrs R Golding, *BSc (Glos), PGCE, Games*

Mrs S Halliday, *BA (Reading), PGCE, Head of Geography*

Mr M Hargreaves, *BA, PGCE, CPSE, Head of History, Head of Scholarship*

Miss A Horton, *BSc (UWE Bristol), PE, Games, Learning Support*

Mrs A Hughes, *BA (Bard College), MA (Chicago), PGCE, English*

Mr J Kennard, *BSc (East Anglia), PGCE, Science, Head of Current Affairs*

Mrs D Landray, *BSc (York), PGCE, Head of Science*

Mrs A Lord, *Montessori Dip Ed, Diploma Dyslexia (Kingston), Head of Learning Support*

Mrs C Marnham, *BA (Bristol), PGCE, French, Latin*

Miss S Middleton, *GRNCM, PGCE, Head of Art, English*

Mr J Morton, *BEC Higher Nat Cert (Manchester), Boys' Games*

Mrs G Newman, *BA (Birmingham), PGCE, Head of Girls' Games*

Mrs S North, *MA (St Andrew's), PGCE, Head of English*

Mrs H Owen, *DipTeach (Brisbane), Girls' Games, PE*

Miss P Patel, *BEd (Hertfordshire), PGCE, Middle School*

Mrs R Pickering, *BA (Exeter), PGCE, Head of RS*

Mrs J Preece, *BSc (UWE Bristol), Girls' Games*

Mrs C Rich, *Creative Arts Technician, Teaching Assistant*

Mrs K Ricks, *BSc (Brunel), PGCE, Assistant Head of Girls' Games*

Mrs E Rogers, *BSc (Cardiff), PGCE, Middle School, Head of Activities*

Mrs E Rundle, *BSc (Open University), MBPSS, Learning Support, PreTest Co-ordinator*

Mr J Rundle, *BA (SAE Institute), Teaching Assistant, School Photographer*

Mrs J Russell, *BEd (Newport), English, ICT*

Mrs H Swan, *BEd (Bedford), Girls' Games*

Term Dates

Miss M Tattevin, *BA (Southbank), PGCE, Head of French*
Mr J Towers, *Law (Glamorgan), PGCE, Maths*
Mr M Waller, *BA (Wales), MA (Nottingham), Head of Latin, Head of Assessment*
Mrs A Walsh, *BEd (CNA), Pre-Prep*
Mrs R Walsham, *CACHE Level 3 Diploma, Teaching Assistant Pre-Prep*
Mrs S Ward, *BA (East Anglia), PGCE, English, Maths, Art, DT*
Mrs C Wilsdon, *CACHE Level 3 Diploma, Pre-Prep Teaching Assistant*
Mrs C Withers, *BEd (London), English*
Mr G Wootten, *BEd, Head of ICT*

The Cottage Nursery

Mrs A Lings, *BEd (Oxon), Head of Nursery*
Mrs A Hiscock, *CACHE Level 3 Diploma, Teaching Assistant*
Mrs K Steenaart, *CACHE Level 3 Diploma, Teaching Assistant*
Mrs G Farrow, *Teaching Assistant*

Non Teaching Staff

Assistant Bursar: Mrs J Brown
Registrar: Mrs P Johnson
Head of Communications and Marketing: Mrs S Nott, *MA (Cantab)*
Head of External Relations, Events and HR Manager: Mrs H Lloyd
School Chaplain: The Revd Canon R Humphreys, *BA, Cert Ed, GOE (Oxford)*
PA to Headmaster, Academic Administration: Mrs K Everatt
Office Administrator: Mrs J Ross
Receptionists: Mrs V Thomasson & Mrs J Stobart
Bursary Assistant: Mrs K Dawes
Accounts Assistant: Mrs H Wilson
Estate Manager: Mr R Farrow *Dip RSA, Grad IOSH*
Estates Staff: Mr A Amaral, Mr J Esplin, Mr M Hobbs
Head Nurse: Mrs F Lines *RGN, Nuco First Aid Instructor*
Nurse: Mrs A Codrington *RGN, Diploma Occupational Health, Nuco First Aid Instructor*
Resident House Tutor: Miss H Joseph-Green
Matrons: Mrs D Pargeter and Miss E Smith
IT Technician: Mr S Woodyer-Ward

2018 Autumn Term

Wednesday, 5th September	Term begins
Friday, 12th October	Half-term begins
Monday, 29th October	Term resumes
Friday, 14th December	Term ends

2019 Spring Term

Wednesday, 9th January	Term begins
Friday, 15th February	Half-term begins
Monday, 25th February	Term resumes
Friday, 29th March	Term ends

2019 Summer Term

Wednesday, 24th April	Term begins
Friday, 24th May	Half-term begins
Monday, 3rd June	Term resumes
Saturday, 6th July	Term ends

2019 Autumn Term (Provisional)

Wednesday, 4th September	Term begins
Friday, 18th October	Half-term begins
Monday, 4th November	Term resumes
Friday, 13th December	Term ends

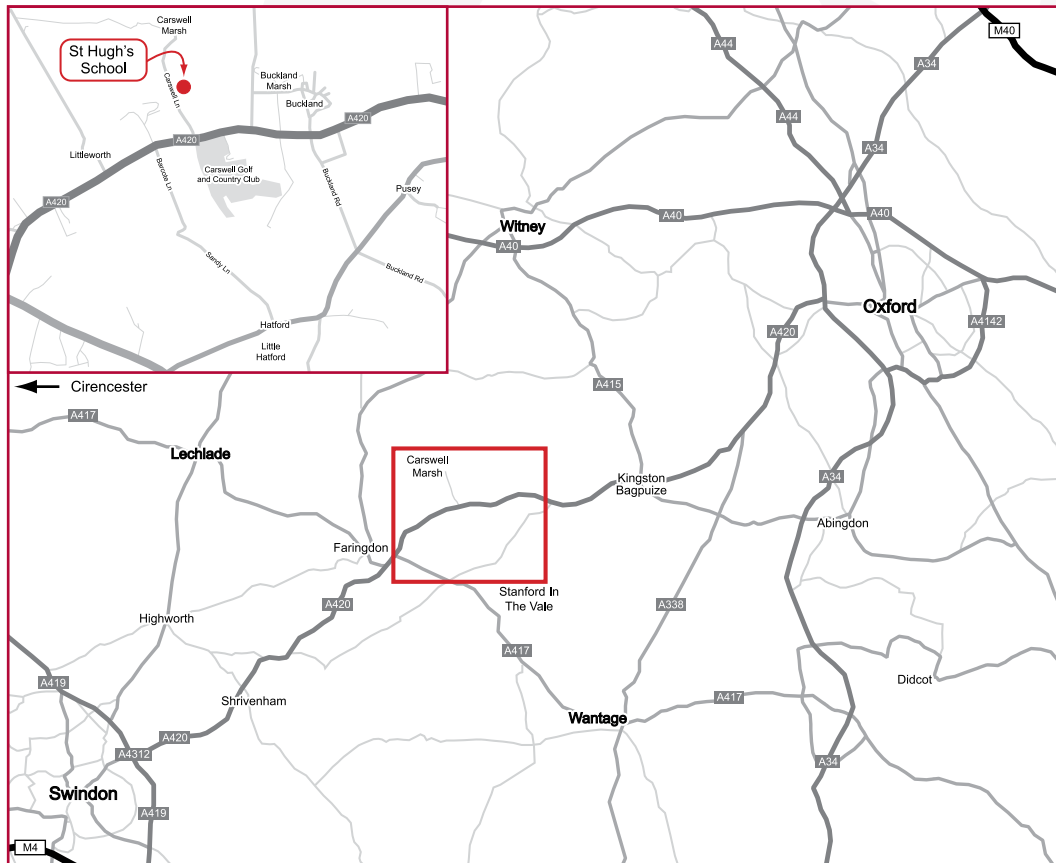
2020 Spring Term (Provisional)

Wednesday, 8th January	Term begins
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How to find us

St Hugh's is conveniently situated off the A420 between Oxford and Swindon. Our catchment is extensive and pupils come from as far as Chipping Norton and Charlbury in the North, to Lambourn in the South, from Fairford in the West to Oxford and Didcot in the East.

The school is clearly signed driving North or South on the A420 and after turning off the main road the school can be found 300 yards down Carswell Lane. There is plenty of parking for visitors.



ST HUGH'S
OXFORDSHIRE

Carswell Manor Faringdon Oxfordshire SN7 8PT

Telephone: (01367) 870700 Fax: (01367) 870707

Email: registrar@st-hughs.co.uk www.st-hughs.co.uk