



ST HUGH'S  
BOARDING

**St Hugh's School**  
**Boarders' Handbook**

Dear Boarder,

Welcome to boarding at St Hugh's, we are delighted you have decided to board and we hope you have a lot of fun, make many memories and develop special friendships.

This booklet is a brief introduction to what life is like as a boarder at St Hugh's. It tells you about the staff involved, the daily routine and what you can expect as a boarder.

Remember, if there is anything bothering you, however big or small, please talk to someone. There will always be someone willing to listen and help.

We look forward to welcoming you to our boarding house family.

Mr & Mrs Avery, Olive & Mazzi

# Aims of the Boarding House

Boarding allows you to have lots of shared experiences and to have a lot of fun living in a community away from home.

- Within boarding at St Hugh's, we aim to provide a family atmosphere in which each child feels safe, happy and valued whilst staying away from home.
- The health, safety and well-being of all our boarders are of paramount importance and at the centre of our boarding house.
- All children should feel safe within the boarding house regardless of age, gender, race, culture or disability.
- We have a zero-tolerance policy to bullying and we follow the school Anti Bullying Policy.
- We aim to promote an open and trusting house ensuring each child's right to privacy, dignity, independence and individuality.
- Children, like adults, need to express their fears and emotions. It is important to remember that there is always someone who you can turn to for support and advice. Every member of the Boarding staff is a shoulder to cry on and a listening ear, day or night, helping to promote a strong and healthy mental wellbeing so the children will be able to:
  - Feel confident in themselves and have positive self-esteem
  - Feel and express a range of emotions
  - Build and maintain good relationships with others
  - Feel engaged with the world around them
  - Cope with the stresses of daily life
  - Adapt and manage in times of change and uncertainty.

# STAFF : 'Who's who?'

## Houseparents

We (Mr and Mrs Avery) are the Houseparents, and we live in the flat by the common room within the Manor House. We live with our daughter Olive and our friendly dog, Mazzi. Mr Avery teaches PE and Mrs Avery is a supply Pre-Prep teacher and Mummy to Olive and Mazzi. We are always around for a chat and you can always speak to us by knocking on our flat door (if it's not already open). We are around the boarding house from 4.35pm. We oversee the running of the boarding house, making sure all the boarders are looked after.

## Resident House Tutor

Miss Joseph-Green (Miss Joe) lives in a flat on the top floor at the end of the boys' corridor. Miss Joe helps all the boarders and is always free to chat, she can also be contacted at night for any medical emergencies.

## Deputy Houseparents

Mr & Mrs Blanchard are the deputy houseparents and take over the boarding house on a Tuesday evening (our night off). Mrs Blanchard is Head of PE and she is also a very good horse rider. Mr Blanchard is Director of Sport and he is very good at almost all sports!

## House Tutors

There are a number of other staff from various parts of the school that work in the boarding house every week, they are:

Mr Armitage (Deputy Headmaster)

Miss Ewins (Director of Music and Head of Performing Arts)

Mr Towers (Maths)

Mr Rundle (School Photographer & Upper School Teaching Assistant)

Mrs Rundle (Upper School Learning Support)

Mrs Sharifi (Pre-Prep Teaching Assistant)

Mrs duPlessis (Pre-Prep Teaching Assistant)

Miss Woodd (Middle School Teaching Assistant)

Mr Crook (Graduate Gap Student)

The staff are always on hand if there is anything worrying you or something you just don't understand, they are available at all hours of the day and are highly experienced.

### Matrons

The team of Matrons include Mrs Pargeter and Miss Smith. They are on duty at different times during the week. You will normally find them in the Day Room or upstairs in the dorms. They are very helpful.

### Gap Students

At St Hugh's we are very lucky to have great gap students who will help to entertain you in the evenings.

## A typical day Boarding at St Hugh's

### **7.10 am Wake up and get ready for the day**

The Houseparents and matrons will wake you up, open the curtains and help you to get ready for your day ahead. When you are dressed, brushed your teeth and your dorm is ready you are welcome to come down to the flat before breakfast.

### **7.40 am Breakfast**

All our chefs are amazing; we are very lucky! You always have a choice of cereals, toast, juice and tea. Normally there is a cooked option such as eggs, bacon, sausages, hash browns and beans or a continental option of pain au chocolate or waffles!

### **8.15 am School day/off to Registration**

You head to your form rooms for morning registration at 8.20am.

### **Can I come back to the Boarding House during the day?**

I'm afraid that the boarding house dorms will be out of bounds to all pupils during the school day. If you have forgotten something or need support, you can knock on the flat door and see Mr Avery or Mrs Avery, Miss Joe/Matron in the Day Room or Mr Armitage, and they will help you.

#### **4.40 pm End of the school day/Clubs**

At 4.40pm you either go to an after-school club you have signed up for or you check in to the boarding house and have some free time. If you are not in a club then you must change into your home clothes.

*\*If you are not in a club this would be a good time to have music practice, there is always a teacher/gap student available to help you.*

#### **5.30pm Tea**

Junior tea (Years 3, 4 & 5) is at 5.30pm and Senior tea (Years 6, 7 & 8) is at 5.45pm, we meet in the Dining Room and we will take a register and you can enjoy a yummy tea with your friends.

#### **6.15pm/6.30pm Prep**

Prep for Years 3, 4 & 5 is in the Houseparents' flat/boarders' landing. Years 6 & 7 prep takes place in F2/ICT2 and Year 8 prep takes place in the Dovecote Library. Teachers are always there to help you if you get stuck.

(On a Wednesday there is no prep and there is a 30 minute slot used for either quiet time, music practice or if needed, catch up of work)

#### **6.45/7.30pm Activities/Free Time**

After your prep finishes (which will depend on what year you are in) you have free time before you go up to bed. During this time there are activities in the sports hall, ICT or art room or you can relax with your friends in the common room / boarders' landing / Mr & Mrs Avery's flat. In the summer you could play tennis or play on the fields with your friends. If you want to do something specific, then just let one of the staff know and we will do our best to accommodate it for you or plan and prepare for your next night of boarding.

#### **7.45pm Snacks**

If you are still feeling hungry then you can come and have a snack from

the boarders' kitchen before going up to bed. These include toast, cereal, fruit and sometimes hot chocolate!

*\*If you are in Year 8 you are allowed to make a cup of tea as part of your snack.*

### **8.00-9.15pm Bedtime routine**

Depending on your age, you will go to bed and have a shower at a certain time of the evening. Just before lights out, you will have some time reading a book of your choice.

When your lights are out YOU MUST NOT TALK. If we feel you have not stopped talking, then you may receive a boarding consequence. It is important that when you go to bed you try and go to sleep, as you need all your energy to be on top form the next day. If you cannot sleep straight away, stay quiet and calm because if you talk you might disturb others who can sleep.

### During the night

If you feel unwell during the night, then you may ring the Resident Tutor's (Miss Joe) bell who will come and attend to you. There is also a phone in the boys' and girls' dorms which can be used and either Mr or Mrs Avery will come and see you. Do not worry about doing this, as we are there to help you through the night.

## Privileges and Consequences

In the boarding house, there are rewards/privileges in the form of 'boarding bonuses' (BBs). These may be awarded by any member of the boarding team and your progress can be seen on the display TV on the boarders landing.

A BB may be awarded to an individual who has shown any form of positive behaviour in line with the school core values as well as for getting ready for bed quietly and sensible, helping other borders, making sure your area in the dorm is tidy or working well in prep. BBs may also be awarded to a dorm for similar exemplary behaviour. Once you have

received 50 (100/150/200 etc - multiples of 50) BBs you can collect your reward from Mr & Mrs Avery.

During boarding “school” sanctions will not be applied. The boarding staff will apply “home-style” consequences for example, losing free time and giving back your time to the boarding community by doing some house chores – this is called ‘house gated’.

Both BBs and consequences will be recorded electronically on school software (Class Dojo).



## Wednesdays

On Wednesdays, you do not get prep and the Tuck Shop is open! Wednesday nights are for watching films and there is a different routine.

After tea you have half an hour for either quiet time or time to practice your musical instrument. After quiet time it is great fun and everyone settles down into their pyjamas, dressing gown and slippers and gets to choose which film they want to watch.

There is always a choice and the films are shown in the Common Room, Barn or Houseparents' flat – usually there is plenty of popcorn too!

## Fridays

Friday night boarding is a time to celebrate the end of the week and various special events, activities and outings are planned.

Some weeks we organise trips out to laser quest, bowling, free dog and many more. Alternatively, we may have a special/planned activity night in.

You are welcome to make suggestions on what you might like to do, and we can try to arrange it for you.

On Fridays, you do get prep BUT you will do this on a Saturday morning after a yummy breakfast.

## Other Events

We also run lots of special evenings such as discos, parties, pancake days, water fights, talent shows, football or netball tournaments, barbeque nights and the famous game of 'Spotlight' to name but a few things. There

is always something going on and if you keep an eye on the notice boards, you will see what special events are coming up.

## Saturday Mornings

Now that we do not have Saturday school (YIPPEE!), you will be woken up later than usual at 8am on a Saturday morning. You can then choose to come to breakfast at 8.15am in your pyjamas and dressing gown or in your home clothes

After breakfast, there will be a study session in the Houseparents' flat to complete any work.

Your parents will then pick you up at 10am, or earlier if needed.

## Where will I sleep?

The boys' dormitories are on the top floor and the girls' dormitories are on the first floor of the Manor House.

There are five boys' dormitories and four girls' dormitories, and you will be allocated one of the beds in one of these dormitories, depending on your gender and age. If you are a Weekly Boarder you will keep this bed for the half term and where possible if you are a Flexi Boarder you too will be allocated a bed for the half term.

We try, where possible, to keep you with other boarders of the same age. It is possible by talking to Mr & Mrs Avery that you can arrange a swap to another dormitory but there must be a good reason.

You can also bring your own duvet & duvet cover and pillow & pillowcase, which can be any colour or design. This makes it feel more like home for you. If you are a Flexi Boarder your duvet & duvet cover

and pillow & pillowcase will stay at school (Matron will show you where to store this). If you are an Open Boarder you will need to bring your duvet & duvet cover and pillow & pillowcase, with you.

You can also decorate your dorm with appropriate posters or anything personal to make it feel more like home. We ask each boarder to bring in photos from home to put up in their dorms.

The dormitory space is like a blank canvas for you to stamp your mark on, within obvious confines.

In the dormitory there will be a Dorm Captain who helps the Matrons, reports any damage, leads the dorm to safety if there is a fire drill, sets a good example and sees a member of staff if there are problems at night.

## Tuck

Mr & Mrs Avery run a boarders Tuck Shop, which will be open on a Wednesday and Friday evening.

We will ensure there is a selection of chocolate, sweets, dried fruit, cereal bars etc. and we welcome any tuck suggestions you may have.

Tuck is NOT allowed in the dorms or the Sports Hall.

## Will I have duties to do?

All boarders have the duty of being respectful and keeping the Boarding House and their dormitory space tidy. Clothes should be folded and not left lying around. We all have a duty to make ourselves look smart.

If you are a Weekly Boarder you may have additional responsibilities.

Duties are not given to specific children, apart from Dorm Captains; however, we are all responsible for helping in any way possible, which ensures the Boarding House is a better place for all.

## Positions of Responsibility

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 Year 8 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 Prefect. The role of Boarding Prefect is a Year 8 responsibility, prefects will have specific duties and this position can be applied for through the school leadership process.

Boarding Prefects will have dinner with the Houseparents each half of the term to discuss the term and to give the boarders the opportunity to voice recommendations.

## What if I want to contact someone?

There is a telephone for you to use during boarding time. Although there is no direct line for parents to phone you on, they can contact the school and ask you to phone them.

If you are a Weekly Boarder, you are allowed mobile phones. We have some rules to make sure they are used appropriately, and they must always remain on the boarders' landing.

You all have an email address and you can email your parents and friends. Alternatively, you can simply write a card or letter and post it. If

you need paper, envelopes, stamps etc. just ask Mr & Mrs Avery and they will get them for you.

## What to do if something is worrying you

It is very important that if you are unsure or unhappy with any aspect of your life as a boarder, no matter how small or trivial it may seem, that you come and talk quietly to a member of staff about it.

Any of the Boarding House staff will happily give you as much time as you need. This will help you put things right and will support you if you need to phone home. You will be assigned a personal tutor who can help you talk through problems or concerns. Also, if you wish to speak to someone from outside of school, you can contact our independent listener, Mrs Jenny Allan. Her contact details can be found in the handbooks and posted around the boarding house on the notice boards and in the phone box.

As soon as you begin to talk about a problem, we can begin to sort it out. We are all here to help and make your boarding experience as enjoyable as possible.

## WHO CAN I TALK TO?

You can talk to anyone you want to, but below are some key people who will always be willing to help you.

1. Houseparents – Mr & Mrs Avery will always listen to you and you can talk to them at any time, as much as you want.
2. The Matrons
3. Your Tutor
4. Members of staff
5. Your Parents
6. Your friends

You might want to let somebody know something without talking to anyone – you can always write it down and put it in the ‘suggestion envelope’, which can then be dealt with. The suggestion envelope is on the two notice boards by the back stairs.

What if I want to talk to someone who does not know me, someone outside of the school?

We hope you will always be happy to talk or complain to someone in the school, however, if you want to talk or complain to someone outside of the school there are lots of people designated to help you.

1. There is an organisation called ISI who work with boarding schools to make sure everyone is looked after properly, you can reach them by telephone on 020 7600 0100 (Independent Schools Inspectorate, Ground Floor, CAP House, 9-12 Long Lane, London EC1A 9HA)

2. You can also call CHILD LINE on 0800 111 111 who will listen and try to help.

3. We also have an Independent Listener, who is someone ready to listen to you and has no connection with the school. Her name is Jenny Allen and she can be contacted on 01865 391373 or 07743307524.

**PLEASE REMEMBER THAT IN LIFE, WE ALL HAVE PROBLEMS,  
MAKE MISTAKES, HAVE BAD DAYS AND GOOD DAYS AND  
THERE ARE TIMES WHEN WE NEED HELP.  
SHARING THESE PROBLEMS MAKES THEM EASIER TO DEAL  
WITH.**

## **Homesickness**

Boarding will be fun, challenging and fulfilling, although staying at school will always differ from living at home. Everyone feels a little

homesick at some stage, no matter how old or brave you are or how many nights you are boarding for. It is totally natural to miss home; some boarders settle quickly, others take longer.

The house staff are very experienced in dealing with home sickness and will help and support you through it. We do recommend, after years of experience, that during your first night/ nights/week of boarding, communication with home is kept to a minimum. This can be hard but in our experience, it allows the you to establish valuable relationships with your friends rather than being on the phone. Also, by the end of your first night/ nights/ week you will have lots more to talk about. Do not forget, you are not boarding forever!

## Complaints

At some point, you might want to share a complaint with someone. As we all live together, you are entitled to have your say and if you are not happy or are worried about something, you should be able to talk about it.

You can talk the problem through with your Houseparent, form tutor, personal tutor or subject teacher. If the problem is still not resolved, you can talk with the Deputy Head teacher, Mr Armitage or the Senior Tutors, Mr Clarke and Mrs Davies. Further still, you may wish to ask to talk to the Headmaster, Mr Thompson or Jennifer Allen the Independent Listener.

Remember if you want to say something, people will listen, and you will not be judged for doing so.

## Bullying

We have a zero-tolerance policy to bullying and follow the school Anti-Bullying Policy. This is available on the notice boards and in your dorms.

## Honesty

**'Honesty is the best policy'** – It sure is and it is certainly true in any community and particularly within a boarding house. We all want St Hugh's to be a place where we feel our possessions will be safe.

## **DO NOT TAKE OR MOVE THINGS THAT DO NOT BELONG TO YOU.**

It is against the school rules to meddle or play with other people's possessions without their permission, so do not 'borrow' them without asking.

It is everyone's duty to stop dishonesty and if you see anyone taking another person's possession without permission then you should report it to a member of staff.

In order for us to all get along with others and trust each other, we must be HONEST.

We will all at times make mistakes, do something silly or get into trouble. The important thing is not to try to get out of it but instead be brave, accept you have done something wrong, be honest about it and take whatever consequences there are. No teacher likes to have to drag out situations because people are not telling the truth.

*Be truthful, be trustworthy.*

## Respect

Showing respect for others is one of the most important values and this applies to being a boarder at St Hugh's. Being respectful means showing care for another person; to your family, friends, adults and teachers, the school, the Boarding House and the objects and belongings around you. You can show respect in many ways every day.

Here are a few simple ways to show respect:

Listen to others

Play fairly/be kind

Use good manners

Wait your turn

Compliment someone

Pick up after yourself

How you treat others

Being respectful is one of the key ingredients to being the best person you can be.

*Treat people exactly as you would like to be treated by them*

*Friendship is built on two things: respect and trust. Both elements have to be there.*

## Boarding Guidelines

Boarding guidelines exist for the efficient running of the Boarding House and to ensure everyone is safe. Below is a list of some of these. These are common sense guidelines, which encourage us all to be better people in the way we behave, get along with each other and keep us from harm.

- ★ Respect the privacy of everyone.
- ★ Respect people's property.
- ★ Keep your appearance and your dormitory area tidy.
- ★ Always be polite and especially considerate to visitors. Do not use bad language.
- ★ Be truthful – honesty is the best policy.
- ★ Bullying is not tolerated.
- ★ Food is not taken into the dorms.
- ★ Do not bring money into school. If you need money, ask the Houseparents.

- ★ Only Weekly Boarders are allowed mobile phones and must use these in the correct way.
- ★ Be friendly to each other and look after one another – respect.
- ★ Do not go out of bounds.
- ★ Boys do not enter girls’ dorms and girls do not enter the boys’ dorms.
- ★ Respect your dorm mates right to a good night’s sleep and follow the guidelines at night and do not talk after lights out.

## Boarders Code of Conduct

When boarding you must continue to follow the school’s core values, however there are some other important points which form the Boarders’ Code of Conduct.

### Clubs/Activities

- If you have signed up for a club, make sure you attend
- Make sure you ask for permission if you need to miss a club.

### Free time

- Always stay within school boundaries.
- Respect school property and do not take what does not belong to you.

### Breakfast/tea

- Meet in the Dining Room on time – 7.40am for breakfast.  
5.30pm (Years 3,4 &5)  
5.45pm (Years 6,7 &8) for tea.
- Talk quietly in the Dining Room and always show good table manners.
- Eat well and help to clear your table.

## Prep time

- Make sure you have your Prep Diary and all the things you need at the beginning of prep.
- Work quietly and respect others around you.

## Dormitories

- Respect the dorms and your peers.
- Be calm, talk quietly and walk around the Boarding House.
- Keep your bed area tidy and always hang up your dressing gown and fold your uniform ready for the next day.
- Stay quiet after lights out and get some sleep!

**Reviewed by: J & J Avery**  
**Next review: August 2020**